

**ANNUAL PERFORMANCE REPORT  
LAND COMMISSIONER GENERAL'S DEPARTMENT  
2016**



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Assistant Land Commissioner

Deputy Land Commissioner's Office – Polonnaruwa

Ms. D. D. S. ThakshilaGunarathne

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Deputy Land Commissioner's Office – Mahiyanganaya

Mr. K. B. Nijaharan

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Assistant Land Commissioner

Assistant Land Commissioner's Office – Monaragala

Mr. K. Jahannath

Assistant Land Commissioner

Assistant Land Commissioner's Office – Kanthale



## **Vision of the Department**

"Creating a freehold land  
owning society  
whilst being  
the leading  
stake holder  
in State  
Land  
Management."



## **Mission of the Department**

"Management of State Land  
at a well-coordinated level adhering to  
the National Policy and ensuring optimum  
Utilization of State Land to gain  
Sustainable development while confirming  
the freehold  
Ownership of land."





## **Values**

1. Priority consideration to service seeker
2. Providing easy surroundings to service seeker
3. Providing efficient service through collective participation
4. Generating efficiency of service through information technology
5. Staff satisfaction



## Objectives and Strategies of Department

Objectives	Strategies
1. Ensuring the land occupancy of the landless	I. Confirming ownership of Lands II. Management of information on state lands
2. Expanding investment opportunities	I. Utilization of state lands to expand investment opportunities
3. Optimum usage of state land	I. Development of state lands in an optimum level II. Ensuring security of state lands
4. Optimum management of resources belonging to the Department	I. Development of the human resource II. Using physical resources productively III. Proper management of financial resources
5. Contributing to the growth of state revenue	I. Identifying and estimating land revenue II. Collecting land revenue regularly and efficiently III. Taking legal steps to recover outstanding revenue



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## **Chapter 1**

### **Introduction**

#### **1.1 Role of Land Commissioner General's Department in Land Administration**

The Land Commissioner General's Department performs a special role in alienating state lands being the pioneer in state land management.

1. Management of inter provincial irrigation and land development projects
2. Distributing lands and issuing grants for distributed lands under Land Development Ordinance
3. Distributing lands under State Land Ordinance and
  - Issuance of long term lease permits for residential, agricultural, industrial and commercial purposes
  - Issuance of Special and Free Grants
  - Issuance of temporality deeds for temples
  - Releasing, leasing and vesting lands required for Government Departments, Statutory Boards and Institutes of Local Government, under this.
4. Distributing lands and issuing grants under Land Grants (Special Provisions) Act
5. Protecting state lands and reservations under State Lands (Recovery of Possession) Act
6. Providing necessary instructions and guidelines to Provincial Land Commissioners and Divisional Secretaries regarding administration of state lands outside inter provincial and land development projects
7. Management of information on state lands
8. Management of recovering lease on state lands in order to strengthen the state lease revenue
9. Conducting human resource development activities
10. Assisting to settle titles of state lands under Bim Saviya program
11. Implementing a special program to resolve land issues in Northern and Eastern provinces
12. Settling land disputes



## **1.2 Evolution of the Department**

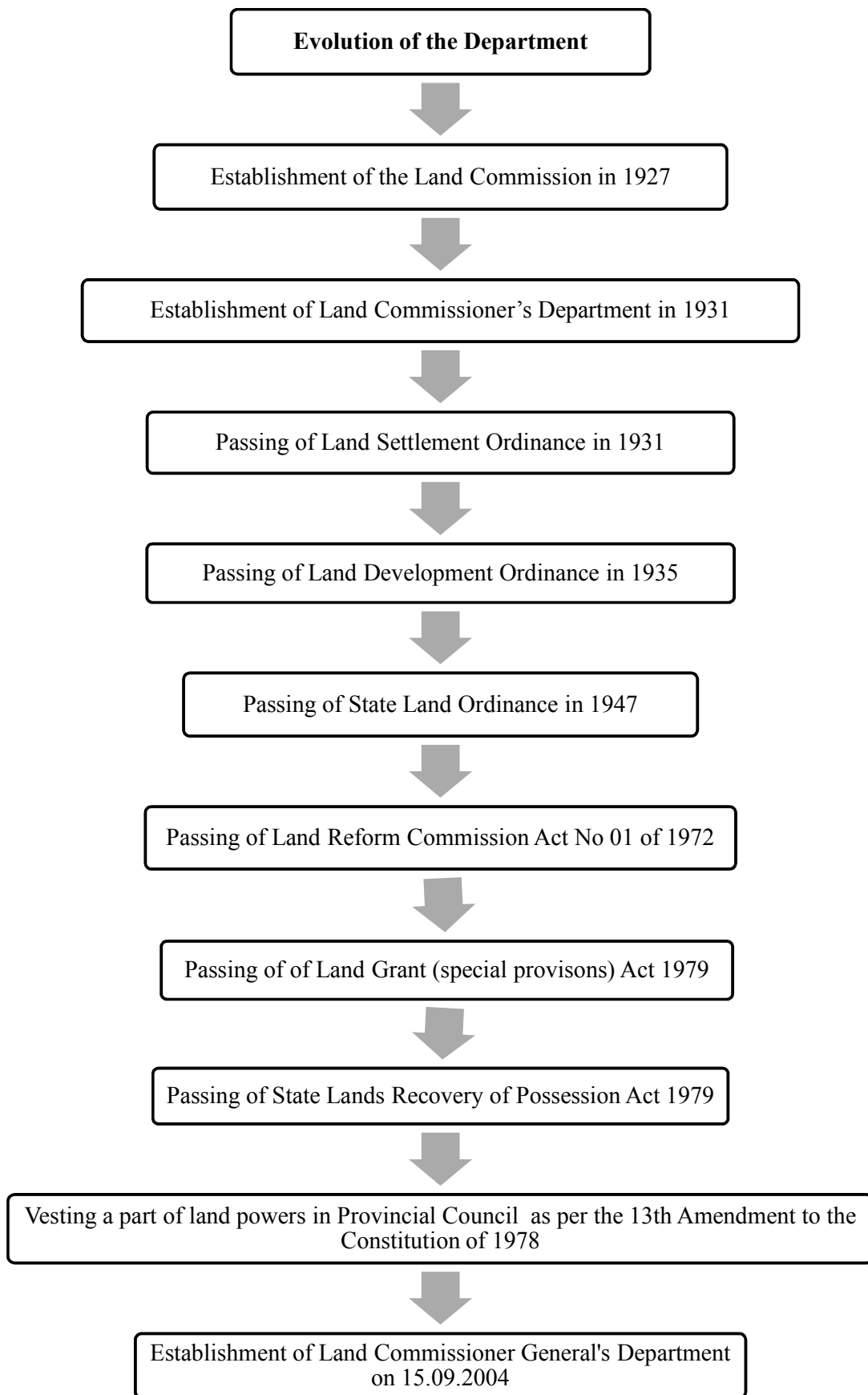
The administrative power of Sri Lanka had been seized by the British for a long period of time. During this period, local community had to undergo multitude of problems such as commencement of tea cultivation in the hill country, collapsing of the irrigation system in the dry zone, people getting centralized along the South West wet zone, poor attention for paddy cultivation, prioritizing commercial economy instead of self-sufficient economy, food scarcity occurred with the outbreak of first world war etc. In addition to these factors, the local representatives of State Council paid a special attention on this and there had been a necessity of an immediate program to expedite the food production and settling the people who were centralizing to the South West area in other areas of the island and in order to find solutions for all these, a Land Commission was appointed for the first time in Sri Lanka in 1927. As per the recommendations of that Commission, the Land Commissioner's Department was established in 1931 and Mr. C. B. Brain was appointed as the first Land Commissioner. Accordingly, all the powers of state lands were vested in this department. There, identifying five special development programs namely, 'Major Farmer Settlement scheme', 'High Land scheme', 'Village Expanding scheme', 'Youth scheme' and 'Middle Class scheme', selecting land beneficiaries, distributing lands (by conducting land kachcheri) were the main tasks vested in Land Commissioner's Department. 'Land Settlement Ordinance' was introduced in 1935 to discern state lands and private lands separately. Having been enacted the 'Land Settlement Ordinance' in 1935, Land Commissioner's Department was also vested with all powers, according to that ordinance, such as the ownership of all state lands, distribution and development of state lands.

The 'State Land Ordinance' was introduced in 1947 to facilitate the provision of lands to various institutes and people for commercial and residential purposes, to delimit reservations for various purposes and to administrate state lands including coast, lakes and streams and those powers also vested in Land Commissioner's Department by the Ordinance.

A Land Reform Commission was appointed according to the 'Land Reform Commission Act No. 01 of 1972'. There, the ownership of all lands that exceed the extent of 50 acres were seized by the Commission. As per the 'Land Grants (special provisions) Act' established in 1979, Land Commissioner's Department was vested with the duty of taking hold of lands seized by Land Reform Commission again to the state and distributing them to people.

In order to eject the people who have encroached and occupied state lands and to recover the possession of such lands, 'State Lands Recovery of Possession Act' was introduced in 1979 and that power was also vested in Land Commissioner's Department. A part of the functions related to lands was vested in Provincial Council being subject to Schedule 11 of 13<sup>th</sup> Amendment to the Constitution of 1978. According to that amendment, administration of lands related to inter provincial development schemes was placed under the purview of Land Commissioner's Department. The districts which considered as inter provincial namely, Anuradhapura, Puttalam, Kurunegala, Mannar, Vavuniya, Trincomalee, Polonnaruwa, Matale, Kandy, Badulla, Ampara, Batticaloa, Monaragala, Hambantota and Rathnapura, were divided and administrated as six zones namely, Anuradhapura zone 01, Anuradhapura zone 02, Polonnaruwa zone, Maiyangana zone, Debaraweveva zone and Ampara zone. To facilitate these administration tasks, the officers such as Deputy Land Commissioners, Assistant Land Commissioners, Colonization Officers and Field Instructors were appointed.

As per the Cabinet decision dated 03.09.2014, the Land Commissioner's Department which had been functioning since 15.09.2004 to date was upgraded as Land Commissioner General's Department. Accordingly, the powers vested in Land Commissioner have been vested in Land Commissioner General since then.



### **1.3 Progress and Regress in year 2016**

#### **i. Introduction**

Considerable number of vacancies prevailing in the department has been filled by the outset of the year 2016. Under the program of recruiting graduates to the public service, 200 new posts had been created within the department and it was possible to complete many out of that number. Similarly, it was possible to fill most of the vacancies in the Sri Lanka Administrative Service also by those who were recruited recently. It should be mentioned that this affected positively to the performance of the department. However, the performance of certain divisions became less and showed a decline due to reasons beyond the control of the department.

#### **ii. Progress of the special program to implement the recommendations of the Lesson Learnt and Reconciliation Commission (LLRC)**

Under the special program which commenced in January 2013, to implement the recommendations of the LLRC, resolving disputes related to state lands during the post conflict period in the Northern and Eastern provinces, more progress could be gained in the year 2016. 23,517 displaced people were given permits and grants under the Land Development Ordinance. The follow-up of the National Plan to implement the recommendations of this Commission, is done by a committee headed by the Secretary to the President. At the discussions of those follow-ups, when the progress of implementing the recommendations of the Commission is compared with the other ministries, the program of this department is highly regarded for its progress. It should be mentioned that there was a special cooperation received by the Land Commissioners and the Divisional Secretaries of those two provinces to implement this program.

#### **iii. Island wide program to distribute lands for the landless**

After concluding the first stage of the island wide program which commenced in 2005 to distribute lands for the landless, it was started to distribute another one hundred thousand lots of lands in 2009. Since then, the Department could provide 202,954 lots of lands by the end of 2016. It was possible to distribute 30,844 lots of lands in 2016.

**iv. Implementing the State Land Information and Management System**

As result of the endeavors taken over years to find a successful remedy to the long standing inefficient administration of State Lands and delay in offering services, it was possible to launch the State Land Information and Management System. As the first stage, it was able to activate the software prepared for furnishing information about distribution of lands and the procedures in the issuance of documents this year. Following that, officers attached to 332 Divisional Secretary's divisions were trained to implement this. In 2016, it was possible to issue 4,237 new grants through this project.

**v. Creating new posts**

The approval has been granted by the Department of Management Service to create new 01 post of Land Commissioner (Land Management), 02 posts of Assistant Land Commissioner, 03 posts of Circuit Bungalow keeper, 03 posts of Circuit Bungalow laborer as per the Management Service Circular 03/2014.

**vi. Delay in Serving in Tamil Language**

This department involves in solving a large volume of issues in the Northern and Eastern provinces, especially after the war. The majority of the applications, letters, appeals etc. submitted to the department are in Tamil language. Nevertheless, there are only a handful of officers who are qualified to work in Tamil language. There is only one Staff Officer who works in Tamil, regarding matters related to lands. It was possible to get 04 Tamil medium Management Assistants in 2015 and another one in 2016. There is a vacancy for the post of a Tamil Translator for a long time and it is not filled yet. Therefore a large number of day-to-day documents are sent outside for translations and the delays caused by that is beyond our control.

## **2. Strengthening Land Occupancy of the Landless**

### **2.1 Introduction**

In pursuance with the Circular no 2008/04, the program to identify and register the landless was further functioned at Divisional Secretariat level. The majority of those who were registered there, have been encroached the state lands and resided for a long time, but without an ownership. The special program was implemented in 2006 to identify such encroached lands and other suitable lands for distribution, to distribute to the landless and its first stage was completed in 2009. Since then, as its second stage, more than one hundred thousand lots of lands were distributed to the people by the year 2014. In 2015, it was started with a new outlook and by carrying it out in 2016 also; it was possible to distribute 30,844 lots of lands by the end of the year.

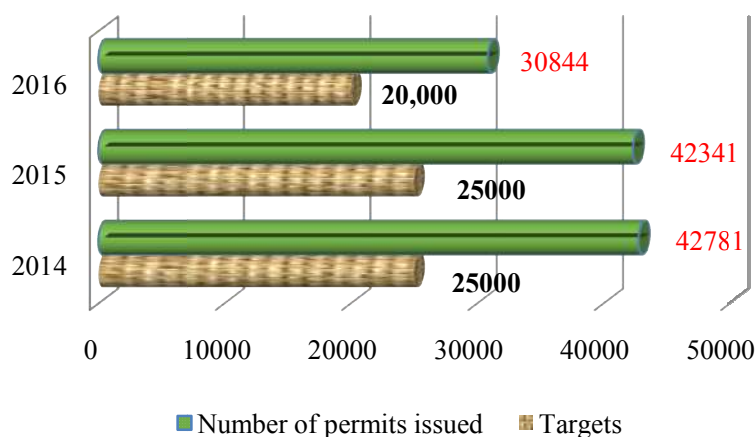
### **2.2 Distribution of Lands**

The lands are distributed to grant permits giving priority to Sri Lankan, peasant class of lower income, for residential and agricultural purposes under Land Development Ordinance, and to the higher income group and to the people and institutions in urban areas for agricultural, residential, industrial and commercial purposes under State Land Ordinance. According to the lease relief granted by Budget 2015, the circular 2015 / 1 was issued and since then, by carrying it out in 2016 also when giving lands in urban areas to the group of lower income, for residential purposes, the outstanding lease income till then was waived off and the people of under lower income could obtain a land for residential purpose by paying only a nominal value.

#### **2.2.1 Issuance of permits under the Land Development Ordinance (The Program of Distributing Lands for The Landless)**

It was possible to distribute one hundred thousand land permits since 2006 to 2009 and another 202,954 land permits from 2009 till the end of 2016 under this program.

### Issuance of Lands to Landless People 2014 - 2016

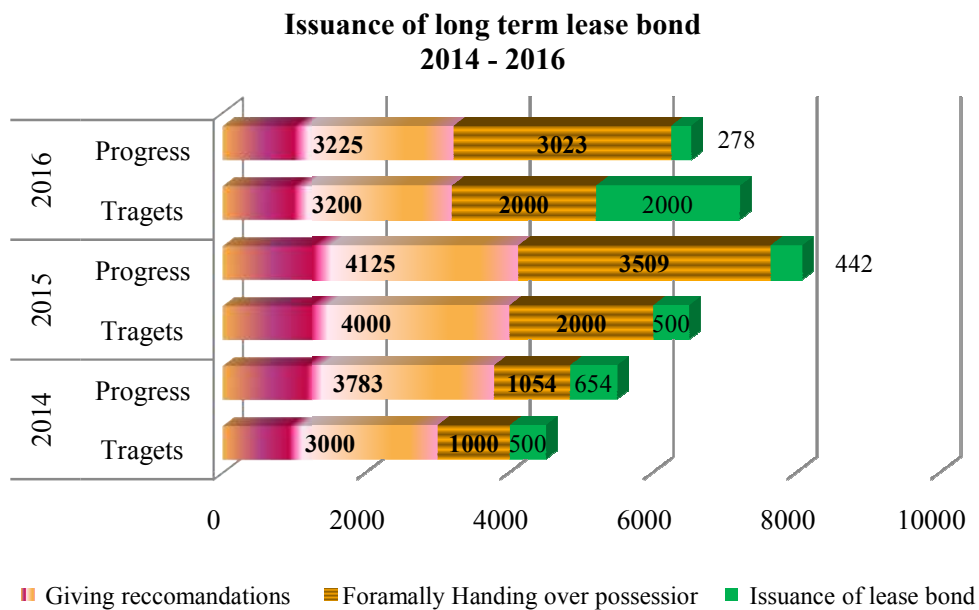


Under the issuance of land permits to the landless, it was targeted to issue 20,000 permits in 2016 and it was possible to issue 30,844 permits. Though it shows a decline compared to the previous year, it was possible to achieve an increase which exceeded the target. The less cooperation received from certain Divisional Secretary's divisions and Provincial Councils in the process of selecting permit holders by holding land kachcheries and the shortage of staff are the reasons caused for this depletion in the current year.

### 2.2.2 Issuance of Long Term Lease bonds under State Land Ordinance.

The land Commissioner General's Department provides lands to the people and institutes of both public and private sector for agricultural, residential, industrial and commercial purposes and also to the investors who wish to invest in special development projects. Since 1995, it was possible to issue 23,530 long term lease bonds. It was allowed to select encroachers who occupy the lands since before 15. 06. 1995 to issue long term lease bonds or grants under the State Land Ordinance. This procedure was suspended in 2008 and since it has been given a reasonable period of time, it was decided to stop issuing lands on the basis of encroachment after 2010. Accordingly, it was given instructions to select the lands which are encroached and occupied also through the system of land kachcheri. Since it took a long period of time to grant lease approval due to the shortcomings in this process, the target given to issue long term lease bonds was reduced in 2016 also.

Issuance of long term lease is a very long process. The Divisional Secretaries send all the documents with reports of recommendations through all the Land Commissioners / Deputy Land Commissioners (Inter Provincial). They should be checked and submitted to the Minister through the Secretary of Land Ministry and obtain the approval to lease. Notifications are published in the government gazette for objection and then the possession is handed over after recovering the lease rental. Following that, after obtaining the diagram and preparing the lease bond, it is sent to the Presidential Secretariat via Land Ministry and after getting it signed, and registered by sending to the Divisional Secretary, the lease bond is issued.

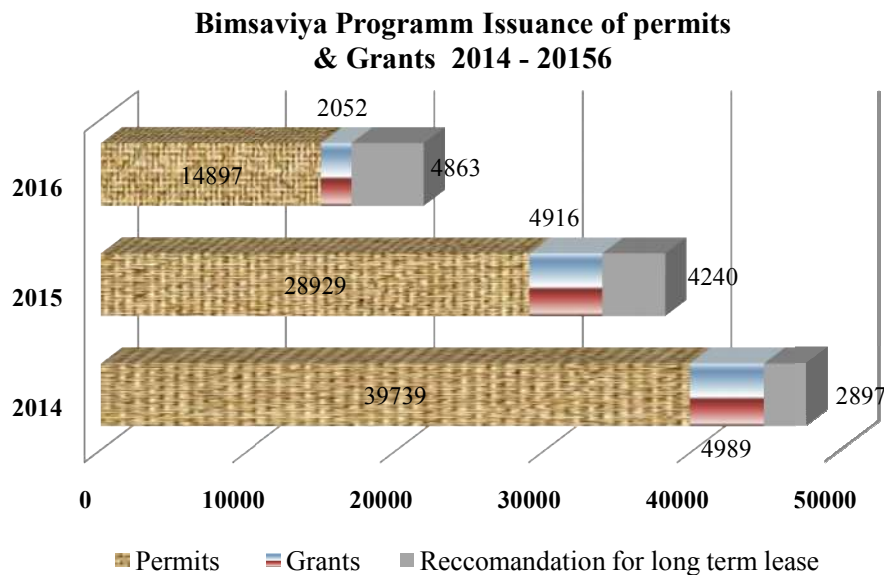


Under the issuance of long term lease bonds for 2016, the target to send recommendations to the Ministry was 3200 and the recommendations for 3225 permits have been sent to the Ministry. Under formal consignment of land possession, the target was 2000 and 3025 were granted possession formally for long term lease. The target to issue long term lease bonds was 2000 and it was possible to issue 278 lease bonds. Though it shows a decline compared to the previous year, there is a progress in sending recommendations to the Ministry and in granting the land possession formally as they exceed the targets. There was a gradual decrease in the difference between the number of recommended applications sent to the Hon. Minister for long term lease bond approval and the number of approved in 2016. Therefore the granting of possession has increased.



### 2.2.3 Distribution of Lands under Bim Saviya Program

Bim Saviya program could be introduced as the national program of providing ownership for lands, implemented with the main contribution of Land Ministry and the Department of Land Settlement. This program is in effect since 2008 as a national program, with the cooperation of Land Ministry and certain institutions under the purview of it and the Register General's Department. The program was carried out in 2016 also in the Land Commissioner General's Department to give solutions for state land issues, with the assistance of Provincial Land Commissioners, Divisional Secretaries and Inter Provincial Deputy Land Commissioners. Under this program it was possible to issue 150,673 permits (up to now) for state lands by the end of 2016. In addition, 39,409 grants, 28,653 long term permit recommendations have also been distributed among people, under this program.



The target to issue permits under BimSaviya program for 2016 was 30,000 and it was possible to issue 14,897 permits. 2052 grants and 4,863 long term lease recommendations have also been issued. Only the permits, grants and long term lease bonds issued under the Land Development Ordinance are mentioned here. In addition, temporality (Pooja Bhoomi) grants, Tsunami grants, free grants, vesting orders, instruments of disposition are included to the overall progress. Since their figures are small, only the main categories are included to the above number.

The Department was able to give solutions to issues related to grants and permits of land beneficiaries under BimSaviya program. Accordingly, the solutions were given to 6332 land issues, including 3928 permit issues and 2404 grant issues, in 2016.

In the year 2016, there had been an expenditure of LKR 8.64 million for the completion of various tasks of proceeding the BimSaviya program.

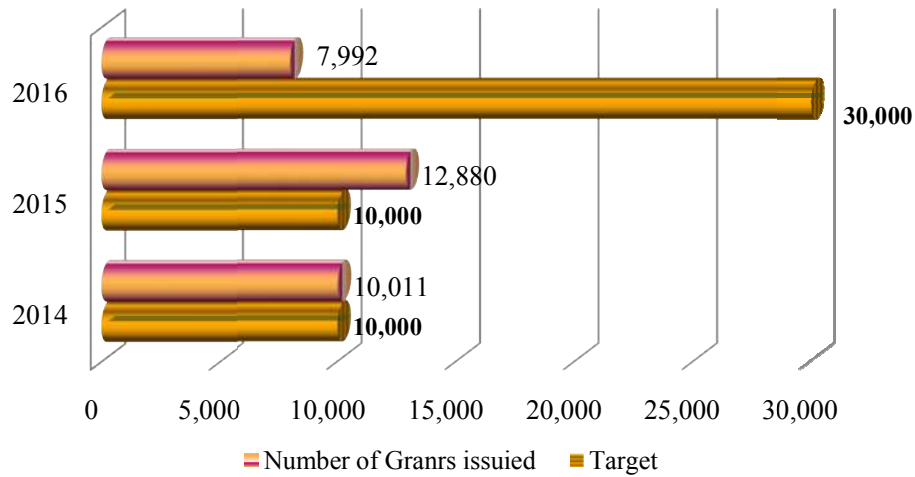
## **2.3 Issuance of Grants**

Though certain administrative powers regarding the management of state lands are vested in Provincial Councils by the 13<sup>th</sup> amendment to the constitution, the Land Commissioner General's Department is assigned a special role in implementing the legal powers vested in H.E. the President to dispose lands. When alienating the ownership of state lands, issuance of Ran Bima grants under Land Development Ordinance, issuance of grants under State Land Ordinance, and the issuance of free grants, special grants, temporality (Pooja Bhoomi) grants, Tsunami grants and instruments of disposition under Land Grants (Special provisions) Act take a main place.

### **2.3.1 Issuance of Grants under Land Development Ordinance.**

Issuance of Ran Bima grants to give the permanent ownership with conditions, after the developments are made to the lands which permits are issued under Land Development Ordinance, is a main program directed by the Development branch of this department. Ran Bima Division of this branch pays its active contribution for that. An organized program to issue grants for state lands distributed under land Development Ordinance commenced in 1982 and by the beginning of 2002, the allottees have been given 997,158 grants as 324,203 Swarna Bhoomi grants, 672,955 Jaya Bhoomi grants. These grants were prepared with conditions and only the Swarna Bhoomi grants were included a diagram and most of the Jaya Bhoomi grants were prepared with only the four boundaries of the land and without a survey diagram. Considering this shortcoming, with the objective of issuing grants including a diagram and with no conditions, the revising of the Land Development Ordinance was commenced in 2002 and the revised bill was presented to the parliament in 2003. As a result of that, issuance of grants had been temporarily paused in 2002 and 2003. However, the revised bill had to be withdrawn to revise again, following a judgment of the Supreme Court. After that, the issuance of grants has started as usual in 2004. It has been possible to issue 95,559 grants by the end of 2016 since 2004.

### Issuance of Ranbima Grants 2014 - 2016



It was planned to issue 30,000 Ran Bima grants in the year 2016 and 7,992 grants were issued by the end of year. It is a decline compared to the previous year. Not receiving adequate diagrams was the main reason for this decline.

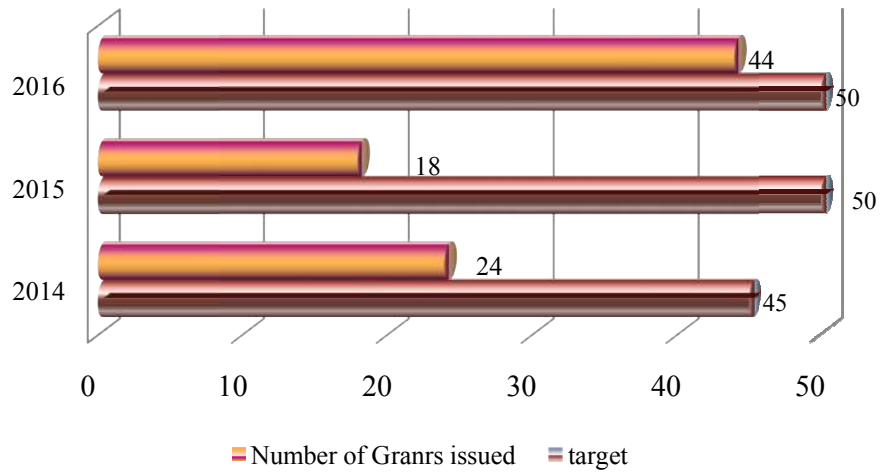
### 2.3.2 Issuance of Middle Class Grants under Land Development Ordinance

It is passed by Land Development Ordinance in order to give a state land not only to the landless peasants but also to the citizens with some financial or capital capabilities, and to prepare a system to make them develop that allotment and get their active contribution to the national productivity. In pursuance with that, under providing a state land to the middle class, each person is given a large area of land in extent of about 10, 25 acres or 50 acres.

The lands in the areas which were abundant of lands have been distributed earlier under Middle Class Scheme. Out of them, some have been issued grants after developing. However, some lands are not still issued grants. Due to the prevailing scarcity of lands, such large areas of land lots are not given under Middle Class Scheme as a matter of policy. However, issuance of grants for the lands distributed with permits is continued.

When issuing grants, if such grants have been disposed contravening the terms and conditions in the Land Development Ordinance, though they have been registered in the records at Land Registry, and if the accuracy of such document is not satisfactory, Land Commissioner General has the power to nullify it.

### Issuance of Middle Class Grants 2014 - 2016



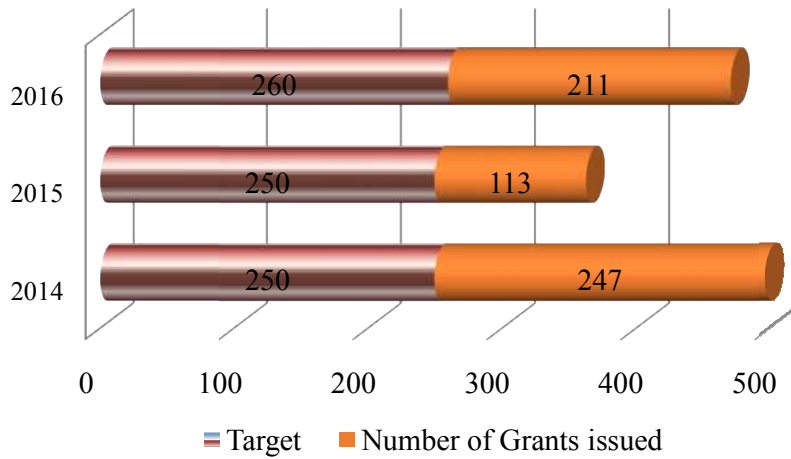
It was targeted to issue 50 middle class grants in 2016 and it was possible to issue 44 grants.

The total value of the land should be paid when obtaining grants with middle class permits. However, there is no obstruction to use the land with a permit, but if a land is needed to be transferred, there should be a grant. Therefore, there is a less number of requests to obtain grants for middle class lands with permits.

### 2.3.3 Issuance of Free Grants (under State Land Ordinance)

Issuance of free grants with permanent ownership to the public, for the lands distributed with long term lease bonds or preliminary lease is done here. Such grants are not issued for commercial purposes unless it is a special occasion.

**Issuance of Free Grants  
2014 - 2016**

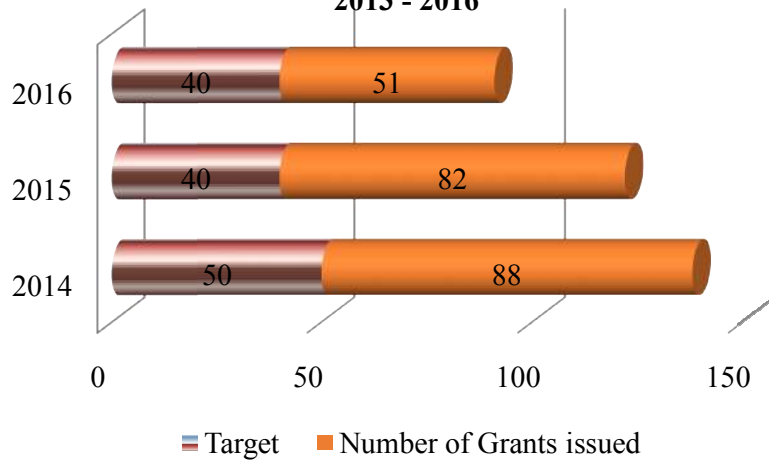


It was targeted to issue 260 free grants in the year 2016 and it was possible to issue 211 grants by the end of the year.

**2.3.4 Issuance of Temporality ( Pooja Bhoomi ) Grants**

Issuance of free grants for Buddhist temples is a task done annually. Issuance of such grants during the current year is shown below. 1,751 temporality (Pooja Bhoomi) grants have been issued up to date.

**Issuance of Pooja boomi Grant  
2013 - 2016**



It was targeted to issue 40 temporality (Pooja Bhoomi) grants in the year 2016 and it was possible to issue 51 grants by the end of year. It is an improvement caused by the objective of giving a temporality (Pooja Bhoomi) grant for every temple according to the policies of the new government.

### **2.3.5 Issuance of Tsunami Grants**

Issuance of free grants for free of charge (provide alternative lands) to the displaced people of tsunami has been done since 2007 and 6,668 grants have been issued by now.

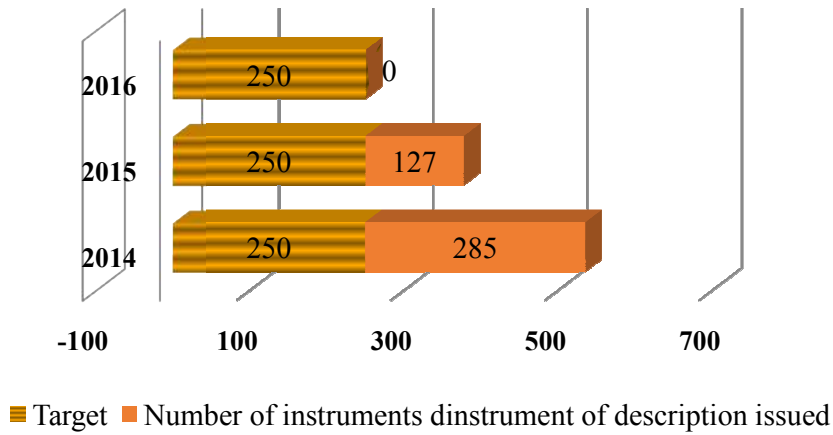
<b>Details</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Number of grants issued	689	1067	541

It was targeted to issue 1000 Tsunami grants in the year 2016 and it was possible to issue 541 grants by the end of the year.

### **2.3.6 Issuance of grants under Land Grants (special Provision) Act (Issuance of Instruments of Disposition)**

This Act is in effect since 1979. The lands distributed according to this Act are the lands which are released to the government, to distribute to the landless families from the lands acquired by the Land Reform Commission. Poor people who do not own any piece of land are given lands under this Act. Since 1979, 78,030 lots of lands have been distributed up to now. According to a policy decision taken by the Land Reform Commission, currently lands are not released under this act and when the unproductive lands which belong to the Land Reform Commission are identified to distribute the landless families, it is allowed to acquire by paying compensation under Land Acquisition Act with the objective of expanding villages. Therefore, there are no new lands distributed under Land Grant (special provisions) Act and only the distributions which are already commenced but not yet completed are in process.

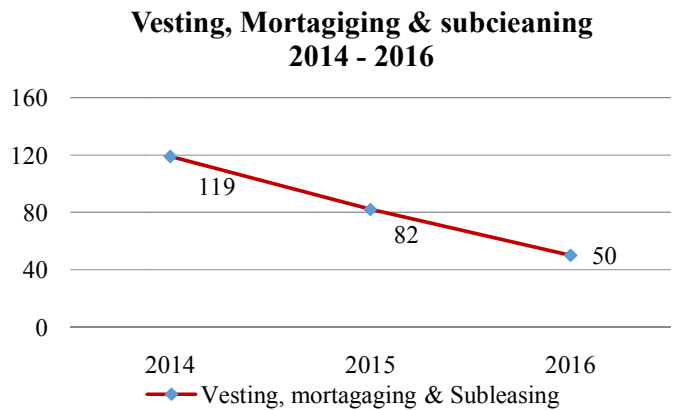
**Issuance of instrument of description  
2014 - 2016**



It was targeted to issue 260 Instruments of Disposition under Land Grant (special provisions) Act, in the year 2016, but none of them were issued.

**2.3.6 Vesting, Mortgaging and Sub leasing of Distributed Lands**

The approval of Land Commissioner General should be obtained to vest, mortgage or sub lease the lands which have been issued long term lease bonds under State Land Ordinance. How the approval is granted for them in 2016 is shown below.



The number of approvals given for vesting, mortgaging and sub leasing in the year 2016 was 50.

### 2.3.8 Releasing lands for Departments

Land Commissioner General's Department releases lands for various requirements of government institutes and departments annually. How it is done recently is shown below.

Releasing lands for departments 2014-2016

Description	2014	2015	2016
Target	75	100	250
Progress	293	154	340

Releasing lands for departments has been increased in 2016 compared to 2015. Though the target for 2016 was 250, it was possible to release 340.

### 2.4 Special program to solve issues pertaining to state lands in The Northern and Eastern provinces during the post war Period. (According to LLRC report)

According to the recommendations of action plan (LLRC report) to implement the recommendations of Lessons Learnt and Reconciliation Commission, the land issues in these areas have been identified as the issues which should be given speedy solutions when reconstructing the life of the community after ending the conflicts in Northern and Eastern provinces. Following that, Land Commissioner General's Department commenced a special program under the supervision of Land Ministry, to solve those issues at the earliest by giving priority. Giving ownership to the lands which were out of their possession for a long period of time, giving ownership for the resettled lands, resolving land disputes caused by the false administration prevailed in war period, reviving of misplaced and destroyed documents have been done under this program.

It has been able to achieve a progress in 2016, when implementing these programs in division wise and details of them are given below.

#### Conducting Land Kachcheris - 2016

Province	No of Land Kachcheris conducted	No of permits issued
Northern Province	502	19,064
Eastern Province	0*	2,776
<b>Total</b>	<b>502</b>	<b>21,840</b>

(\*Number of Kachcheris conducted are not reported)



### ❖ **Conducting Mobile Services and Divisional Days**

Land Commissioner General's Department has been able to conduct Divisional day programs and Mobile Service programs in 2016 to identify the land issues of people in Northern and Eastern provinces and to solve them at the earliest.

#### **Conducting Mobile Services and Divisional Days - 2016**

<b>Province</b>	<b>No of Mobile Services conducted</b>	<b>No of Divisional Days conducted</b>
Northern Province	06	591
Eastern Province	21	189
<b>Total</b>	<b>27</b>	<b>780</b>

### ❖ **Resolving Land Issues**

How the land issues in Northern and Eastern provinces are resolved in 2016 by Land Commissioner General's Department is given below.

#### **Resolving Land Issues in Northern and Eastern provinces**

<b>Province</b>	<b>Target</b>	<b>Number of issues resolved</b>
N. Province	21,000	3,907
E. Province		6,663
<b>Total</b>	<b>21,000</b>	<b>10,570</b>

### ❖ **Issuance of grants and permits**

2016 is a year which Land Commissioner General's Department achieved the target of issuing grants and permits in Northern and Eastern provinces.

#### **Issuance of grants and permits in Northern and Eastern provinces**

<b>Province</b>	<b>Target</b>	<b>Number of issues grants and permits</b>
N. Province	15,000	19,385
E. Province		4,132
<b>Total</b>	<b>15,000</b>	<b>23,517</b>

It was targeted to resolve 21,000 land issues in the year 2016 and 10,570 issues could be resolved and under issuing of permits and grants, it was targeted to issue 15,000 and the department could issue 23,517.

In order to implement this program, adequate additional staff and the physical resources, as per the recommendations of the LLRC report, have been expected since the beginning of 2013, but the provision of other resources (human resources and vehicles) except to the financial provisions has been delayed. This is a factor beyond the control of the department or the ministry. Therefore it was not possible to solve all the issues during that period and annual targets were placed considering the existing resources. Since it is difficult to solve the rest of them within the past three years, it was decided to extend the program to the year 2016 also. Further, it was realized when implementing the program, that certain registered issues are not directly related to the recommendations of LLRC. However, since there have been practical issues though the Divisional Secretaries are advised to separate such issues which are not directly related, and since all of them were sensitive issues of the people of those areas, all the issues had to be solved.

In the year 2016, there had been an expenditure of LKR 3.67 million for the completion of various tasks in implementing the special program for resolving post war land issues in Northern and Eastern provinces.

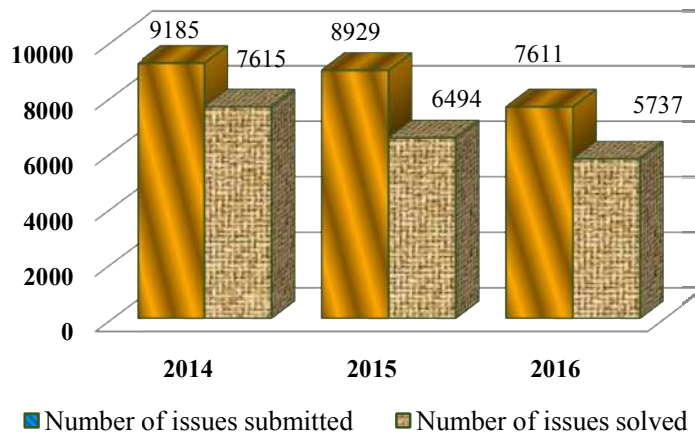
## **2.5 Resolving Land Issues and Giving Instructions**

Divisional Day and mobile Service programs have been conducted to resolve the land issues of the land beneficiaries and to give instructions. In addition, Department provides legal and technical assistance for the issues directed at inter provincial and provincial council level.

### **2.5.1 Divisional Day Inspections**

Divisional Day inspections are conducted at the domains of inter provinces, to give solutions to land beneficiaries for the land issues related to the ownership, within the field. The conduct of Divisional Days in 2016 is shown below.

**Holding of Divisional day Inspections  
2014 - 2016**

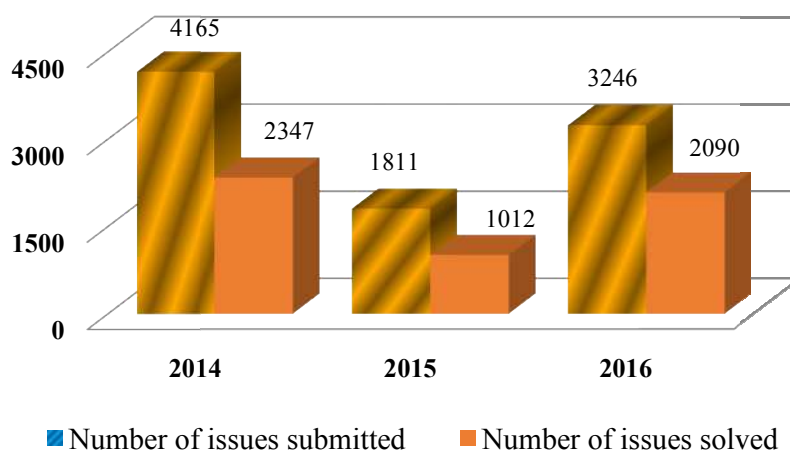


684 Divisional Day Inspections have been conducted at inter provincial level in the year 2016. There, 7611 issues have been presented and from them, 5737 issues were given immediate solutions. The remaining will be solved in 2017.

**2.5.2 Conducting Mobile Services**

The process of giving solutions for the land related issues of land beneficiaries at divisional level, with the intervention of government officers is known as the Mobile Service Program. Following that, details of the number of Mobile Service Programs conducted, the issues received and solved in past three years, are given below.

**Conducting Mobile services  
2014 - 2016**



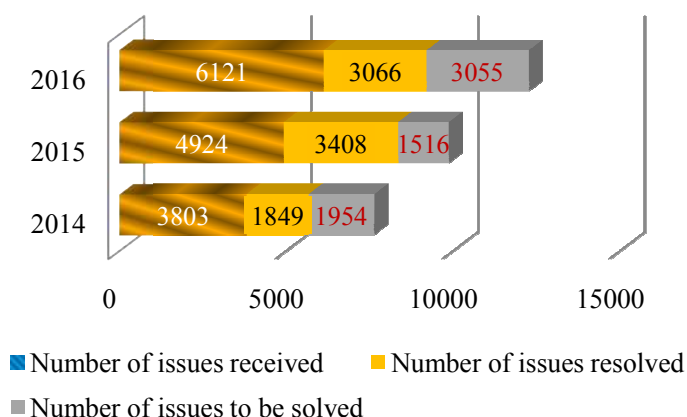
It was targeted to conduct 20 Mobile Service Programs at inter provincial level, in the year 2016 and it was possible to conduct 16 programs. There, 3,246 land issues were presented and 2,090 issues were given immediate solutions. 57 issues have been directed to other divisions and the remaining issues will be given solutions after studying further.

In addition to these Mobile Service Programs, from 2016 onwards, a series of special mobile service program named ‘Janapathi Nila Mehewara’ has been conducted island wide by the Ministry of Home Affairs with the intervention of Land Commissioner General’s Department covering all the districts. There, Land Commissioner General’s Department played a special role in giving solutions for land issues of people. It was commenced from the Polonnaruwa district and then the Galle district and a series of mobile service programs was conducted with a considerable progress. 52 Mobile Service Programs were conducted and 6,849 land issues were presented there and it was possible to give immediate solutions for 4064 issues and to direct 612 issues for other divisions and it was decided to solve 2173 issues after studying them further.

### 2.5.3 Inter provincial irrigation, land development projects ,and the program to resolve State land issues at provincial council levels

Giving solutions for the issues presented directly or indirectly by the clients, in relation to development projects and land management tasks, implemented by Inter Provincial and Provincial Councils and Divisional Secretariats with the legal and technical assistance is done by Land Commissioner General’s Department. Action taken to resolve such issues in 2016 is given below.

**Programme of work to resolve land problems  
2014 - 2016**



In 2015, 6121 land issues have been received and 3066 issues from them have been solved. 3055 issues have been identified as to be solved in future. Since there are so much to be done such as calling reports, exchanging documents, conducting inquiries about those remaining issues to be solved and since it will take a considerable time, they will be given solutions in near future.

#### **2.5.4 Development of circuit bungalows, office quarters**

Renovation and repairing of office quarters and office buildings of internal officers attached to inter provincial irrigation and settlement projects are done annually. Accordingly, they were proceeded in the year 2016 as well. There, it was planned to repair 42 office quarters and office buildings and all of them could be completed and an amount of LKR 29,716,855.00 was spent for that.

### **2.6 State land Information and Management System**

#### **2.6.1, Introduction**

Necessary action has been taken to create the State Land Information and Management System by using information technology to make the state land management more efficient. The measures are being taken to enter information about state lands to this system at divisional secretary's divisions' level and it is also possible undertake the issuance of documents in land distribution and the process of revenue collection, the follow ups of and supervision of distributed lands. It was possible to successfully implement this system, which was commenced with 40 Divisional Secretary's divisions in Western Province in 2013, in 332 Divisional Secretary's divisions island wide by the end of 2016.

#### **2.6.2 Reengineering of State Land Management process**

The Ministry of Lands, Land Commissioner General's Department, Land Commissioner's Department-Western Province, and Divisional Secretariat divisions of Negombo, Kaduwela and Walallavita joined to create this system. Preliminary work of creating this system were initiated in 2008 and after having conducted many continuous workshops, it was possible to create the information system. Technical and financial contribution was given by the Information and Communication Technology Agency of Sri Lanka (ICTA). Without changing the rules and regulations related to state land management, the measures have been taken only to change the current process and is has been proceeded as a Government Process

Reengineering. Following processes have been created under the reengineering of this process.

Process A – Process of identifying and alienating of state lands.

Process B – Process of supervising alienated state lands

Process C – Process of taking follow ups related to alienated state lands

There are many sub processes created under these three main processes. By achieving following objectives through this program, it is expected to minimize shortcomings and the inefficiency of current process of state land management.

- I. Establishing a proper data system of state lands.
- II. Reducing the time spent for procedures.
- III. Optimizing the accuracy of work
- IV. Facilitating the operation and the evaluation.
- V. Minimizing the tendencies for irregularities.

### **2.6.3 Implementing the State Land information Management system**

By the end of 2016, State Land Management System has been implemented in 332 Divisional Secretary’s divisions. Implementation of this system in Land Commissioner General’s Department is presented by the following statistics.

#### **Entering the information of state lands to the Data System**

Description	Progress in the year 2015	Progress within the year 2016
Entering information to the data system as per the land documents. ( No of documents)	116,909	415,606
Entering area information with tracings to the data system. (No of land lots)	25,015	83,016
Issuance of new grants	450	4,237
<b>Total</b>	<b>142,374</b>	<b>502,859</b>

It was targeted to enter 1,000,000 land documents to the State Land Information System during the year 2016 and the Department could enter 498,622 documents. In addition, all the documents including grants, annual permits, and long term lease bonds were also printed by using this system. Accordingly, it was possible to issue 4,237 grants.

In the year 2016, there had been an expenditure of LKR 64.48 million for the completion of various tasks of preceding the State Land Information Management System.

#### **2.6.4 Taking steps to implement State Land information Management functions properly**

As the leading institution of state land management, this Department always takes various measures while maintaining a proper coordination with related institutions to proceed the management of state lands. Following are the main actions taken.

- I. Issuance of circulars to Divisional Secretaries.
- II. Conducting progress review meetings with the officers who are related to land management in the domains of inter provinces.
- III. Conducting progress review meetings and discussions about related programs with Divisional Secretaries.
- IV. Providing training for the officers attached to Divisional Secretariats and Inter Provincial Deputy Land Commissioner offices.
- V. Conducting coordination meetings with Inter Provincial Land Commissioners.
- VI. Providing computers and other equipment for the officers who maintain subject related documents.





## Chapter 3

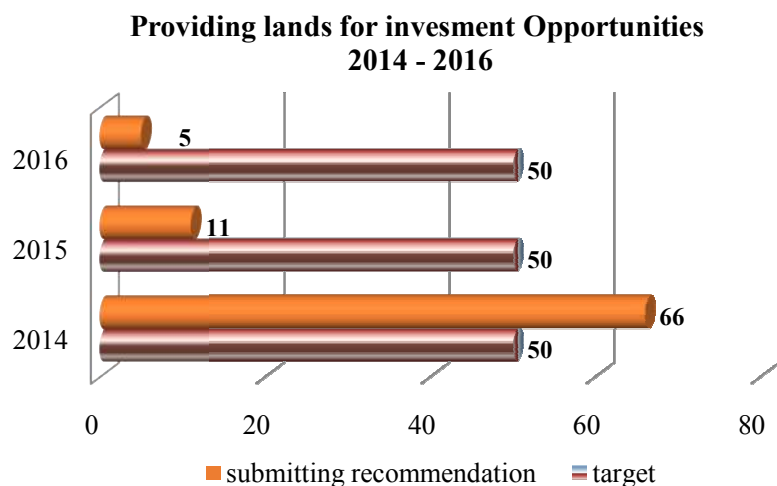
### Utilizing State Lands to expand investment opportunities

#### 3.1 Introduction

Optimum utilization of state lands is one of the foremost features in land management. Basically it is necessary to utilize lands for investments for economic development. Through proper procedures followed in vesting lands for various development and investment purposes and also through the efficiency, this task could be done well.

#### 3.2 Providing lands for investments

Providing lands to expand investment opportunities in a country like Sri Lanka where the land resource is limited, is a factor which directly affect the economic boost of the country. Following that, this department has given priority to provide lands to empower agricultural economy for a long time since the beginning. By now, the country has become self-sufficient in paddy production. The fields of industry, service, and infrastructure are given more importance in current economic structure. Therefore the land requirements to invest in those fields have been increased. Hence, the importance in providing lands for such fields under long term lease scheme, has increased at present. State lands have been given for middle term and long term investment opportunities. This has become beneficial to the overall economic growth including economic, social and infrastructure areas. Under providing lands for investment projects and infrastructure during the year 2016, Land Commissioner General's Department has performed a special role in sending recommendations to Ministry of Lands.



With the intention of providing lands to expand investment opportunities, it was targeted to submit 50 recommendations of long term lease bonds for special development investment projects, to the Ministry of Lands during the year 2016, but due to the decrease in applications, only 05 recommendations have been sent.

### **3.3 Implementing laws to limit assigning of state lands for foreigners**

#### **3.3.1 Introduction**

The government has decided to implement a policy to limit the assigning absolute ownership of private and state lands of this country to foreign people or companies. In pursuance with that, this Act limiting the land vesting has been in effect from 01.01.2013. The Minister in charge of the subject of finance is vested with certain powers in implementing this Act and when implementing the provisions of the Act regarding state lands, ascertained duties are assigned to the Minister of Lands and to the officers attached to the state land administration.

#### **3.3.2 Basic principles of the legal provisions to limit the assignment of State lands for foreigners**

Certain basic principles could be identified in the new legal provisions which limit the vesting of state lands for foreigners.

- I. As defined in the Act, no absolute ownership of the lands in this country could be assigned to the foreigners, and foreign companies or institutes.
- II. Certain institutes herein after mentioned in the Act among such people or institutes, are released from this restriction. ( ex: Institutes with diplomatic immunity)
- III. Individuals and institutes who are not entitled to the assignment of absolute ownership could obtain lands under the long term lease scheme, subjecting to a maximum of 99 years.
- IV. The individuals and institutes who are entitled to obtain lands on long term lease scheme, are subjected to a tax for the special bonds originally owned. For certain individuals and institutes, that tax is 15% from the total lease value. For certain individuals and institutes it is a concessionary tax of 7 1/2. %. Certain individuals and institutes are exempted from this lease tax.
- V. Some local investments are entitled to a discount of 25% for land leases.

- VI. Lease tax is a tax levied in addition to the tax relating to the land and it will be recovered when the transfer of the ownership is registered. The lease tax is recovered by the Commissioner General of Inland Revenue.

### **3.3.3 Accomplishing the role of Land Commissioner General's Department**

When implementing these new legal provisions, this department bears responsibility of the state lands. According to that, special steps have been taken to identify the requests falling under relevant categories and to obtain recommendation reports of the Divisional Secretaries as per them and to avoid the occurrence of the restriction to vest absolute ownership. Further, identifying leases which should be recovered the lease tax and directing them to Registrar of Lands is also important here.



## Chapter 4

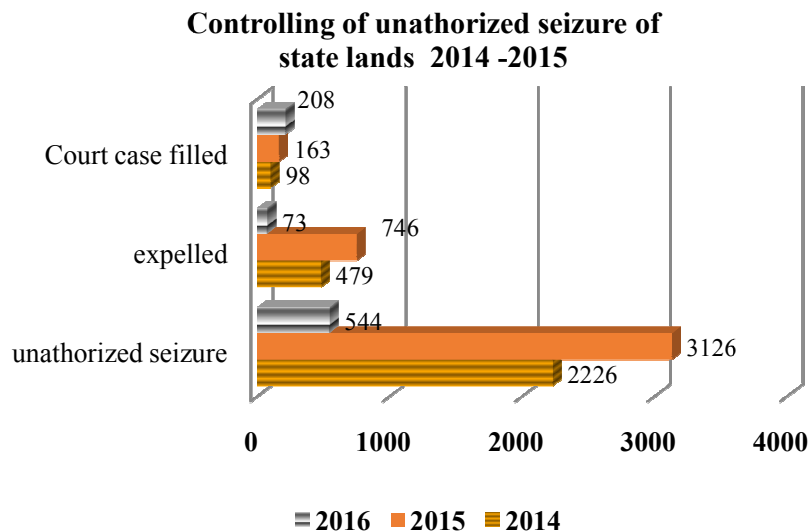
### Optimum usage of State Lands

#### 4.1 Introduction

Many policies, strategies and activities are continuously followed to ensure the best utilization of state lands. The department has been taken endeavors to encourage the optimum usage of state lands by controlling unauthorized seizing of lands belong to the state, implementing environmental policies and laws, and offering legal and technical assistance to resolve land issues.

#### 4.2 Ensuring the security of state lands

Many steps have been taken to ensure the security of state lands and to control unauthorized seizing. A combined national program has been implemented since 2013, together with The Ministry of Public Administration and Home Affairs, Land Commissioner General's Department and all the District Secretariats and Divisional Secretariats island wide. In pursuance with the circular numbered HAF/03/ADMIN/002 issued on 05.07.2013 by the Ministry of Public Administration and Home Affairs, the investigations on controlling unauthorized seizing in every Grama Niladhari division and every Divisional Secretary's division, have been initiated by the Land Commissioner General's Department. There, the actions are taken to identify the encroachers and eject them from the lands and sue the encroachers who do not leave. Such actions taken in the year 2016 are given below.



544 instances of unauthorized seizure of state lands were reported during the year 2016 and it was possible to eject 73 from them and to sue another 208. Further action are in process for another 263 encroachers. When considering the year 2016, especially there is a drop in state land encroachments compared to the previous years and an increase in taking legal action against the ones who have encroached.

### **4.3 Contribution for programs and projects to implement Environmental policies and laws**

#### **4.3.1 Introduction**

This Department has rendered active contribution as an institute which involves in planning and implementing various programs related to the protection of the environment of the state lands, when they are undertaken for many projects at national level directly by the institutes such as Ministry of Environment, Forest Conservation Department, Department of Wild life Conservation, Central Environmental Authority, Land use Policy Planning Department or when they are related to such institutes.

#### **4.3.2 Contributed Programs to implement environmental Policies and laws**

This department has rendered its active contribution in the year 2016 also for following programs commenced in 2015.

- I. The program of preparing a national policy and an action plan to protect water catchment areas implemented under the coordination of Land use Policy Planning Department and according to a decision taken by the Parliamentary Advisory Committee related to the Land Ministry.
- II. The national action plan prepared by the Ministry of Environment in order to implement a sustainable procedure to minimize the damage to the environment.

## **Chapter 5**

### **Management of the Land revenue**

#### **5.1 Introduction**

Land Commissioner General's Department plays a major role in strengthening the tax revenue structure of the state through the best management of state lands resource. The state lands are leased for residential and commercial purposes to individuals, public and private institutes and lease revenue is collected from them.

Lease revenue of the lands in the areas of inter provincial agrarian regions are collected by the Land Commissioner General's Department and lease revenue of the rest of the areas are collected by Provincial Land Commissioner Departments separately. This revenue basically includes the long term lease, annual permit rental and the harvest rental. Though the revenue generated from areas under the Provincial Councils are a source of income to the Provincial Council, this Department plays a special role in formulating the leasing policy and contributing to the lease approval.

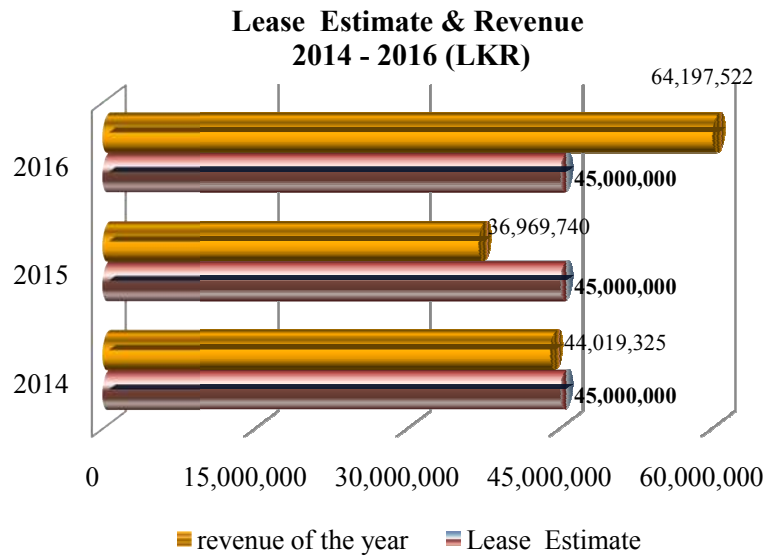
#### **5.2 Estimating and collecting of revenue generated from**

##### **Land lease**

The land lease income which should be collected by the Land Commissioner General's Department annually, is predicted in the beginning and the middle of the year. When considering those predictions, the amount of the lease income which is to be collected annually has increased. There is a tendency to increase the state income also in this situation. When predicting the annual land lease income which should be collected by the Department, it is calculated separately as new land rental income and outstanding lease rental income. When the both are taken as a whole, the lease income to be collected annually has gone up. This tendency could be realized when looking at the collection of lease rental in past few years. The quantitative increase in new leasing of lands and the increase in the assessed value of the lands have mainly affected for this. Further, the decrease in concessionary leasing on nominal value and the regularizing of collection also could be identified as reasons.

##### **Estimated and Collected Lease Rental Revenue 2014 – 2016**

	<b>2014</b>	<b>2015</b>	<b>2016</b>
Estimated lease income (LKR)	45,000,000.00	45,000,000.00	45,000,000.00
Lease income of the year (LKR)	44,019,324.86	36,969,740.00	64,197,521.90



Though the lease income to be collected shows an increase, compared to the year 2015, the collected lease income percentage of 2016 is a growth of 77%. This situation is a result of commencing to lease through a computer generated system by using the modern technology and entering information of lands which have been leased to the system. Following that, a more systematic procedure for collecting and monitoring the revenue is being created. Since the information is updated and shortcomings are revealed easily managing the income would be easier. Therefore the land revenue structure will be further strengthened in future.

### **5.3 Recovering outstanding lease income**

Various measures have been taken by Divisional Secretaries and Deputy Land Commissioners at provincial and inter provincial levels to recover the outstanding lease rentals when the permit holders refrain from paying the lease. When the lessees have refrained from paying the lease, the first notice is sent to the lessee informing to pay the outstanding lease. If there is no response, the second notice is sent with the due date to pay the outstanding. If that is also received no response, the lease contract will be terminated as the third step and the legal actions will be taken to recover the outstanding. In taking each of these steps, considerable responses have been received to recover the outstanding.



## **Chapter 6**

### **Human Resource Management**

#### **6.1 Introduction**

Land Commissioner General's Department makes efforts to achieve its objectives through the best utilization of human resource. Compared to the year 2015, the employee cadre has declined in the year 2015. The number of transferred from the department was higher than the number of transferred to the department and there was an increase in vacating the posts and those have been caused this decline. 21 officers including staff and non-staff officers have been recruited to the staff as new officers. The newly recruited were given training on the subject of land and establishment matters in 2016 as well.

##### **6.1.1 Composition of staff**

The Land Commissioner General's Department comprises the Head Office and 08 regional offices. The Land Commissioner General serves as the head of Land Commissioner General's Department. There are six divisions in the Head Office as Land division, Development division, Administration division, Legal division and Accounts division and Internal Audit division. Four Land Commissioners serves as the Head of main four divisions and the Accounts division is headed by the Chief Accountant and the Internal Audit division is headed by the Internal Auditor. Considering the service requirement in the Land Commissioner General's Department, the measures have been taken to obtain the approval of the Department of Management Services for two new posts of Land Commissioner (Administration) and Land Commissioner (Legal), since 2014. In 2016, the Department of Management Services granted approval to create new 01 post of Land Commissioner (Land Management), 02 posts of Assistant Land Commissioner, 03 posts of Circuit Bungalow Keeper and 03 posts of Circuit Bungalow laborer, as per the management services circular 03/2014. The work of the regional offices established under inter provincial irrigation schemes are monitored by Deputy or Assistant Land Commissioners.

### Composition of Staff

Serial No.	Name of the Approved Post	Approved	Number of posts in 2015	Number of posts in 2016
01	Land Commissioner General	01	01	01
02	Land Commissioner	04	02	03
03	Land Commissioner (Legal)	01	01	0
04	Chief Accountant	01	01	01
05	Chief Internal Auditor	01	01	01
06	Deputy/Assistant Land Commissioner	32	25	24
07	Accountant	03	02	02
08	Surveyor	09	04	08
09	Legal Officer	01	0	0
10	Administrative Officer	02	01	01
11	Colonization officers (Special Grade)	31	08	05
12	Senior Superintendent of work	02	01	01
13	Translator	02	01	01
14	Social Scientist	01	01	01
15	Development Assistant	260	172	139
16	Superintendent of work	21	06	06
17	Colonization officer	204	112	102
18	Draftsman	01	0	0
19	Management Assistant	160	123	122
20	Field Instructors	22	22	22
21	Information & Communication T. A	05	02	02
22	Record Keeper	01	01	01
23	Driver	32	25	28
24	Motor Mechanic	01	01	01
25	Karyala KaryaSahayaka	32	25	32
26	Office Laborer	15	11	15
27	Circuit Bungalow Keeper	08	05	05
28	Circuit Bungalow Laborer	08	04	03
29	Survey Assistant	27	11	11
30	Store Keeper	02	01	01
31	Watcher	16	16	14
	<b>Total</b>	<b>905</b>	<b>586</b>	<b>553</b>

Since the number of employed officers are less than the approved number for the post, there are vacancies. Therefore there were vacancies for the posts of Assistant Land Commissioner, Surveyor, Colonization officer, Development Assistant, Motor Mechanic, and Management Assistant in the year 2016.

### 6.1.2 Details of transfers

In the year 2016, 65 officers who were serving at the Land Commissioner General's Department have been transferred and 26 officers have arrived to the department. Since the number of officers in Combined Services who are transferred annually from the department is higher than the number of officers who come to the department on transfer basis, the number of vacancies are increasing continuously. Granting transfers without successors and successors making amendments to the transfers without reporting to the service have caused this. Though this situation has been constantly pointed out to the Ministry of Public Administration and Management, transferring is still made without successors.

#### Details of Transfers in 2016

Post	Number of officers who came in on transfer	Number of officers who went out on transfer
Sri Lanka Administrative Service	01	03
Sri Lanka Surveyors' Service	04	-
Development Officer	06	34
Public Management Assistant I, II, III	10	25
Karyala Karya Sahayaka	02	02
Driver	03	01
<b>Total</b>	<b>26</b>	<b>65</b>

### 6.1.3 Details of retirements

Several retirements were made in the year 2016 and the details are given below.

#### Retirements in 2016

Post	Number of Retired Officers
Legal Officer (Departmental)	01
Colonization officer	04
Public Management Assistant I, II, III	03
Driver	02
<b>Total</b>	<b>10</b>

## 6.2 Matters pertaining to the Establishment

Compared to the year 2015, an improvement in the matters pertaining to the establishment could be seen in the year 2016. This is specially depicted through recruitments, loan approvals and promotions. In the year 2016, there had been 21 new recruitments to the Land

Commissioner General's Department. 410 employees have been given salary increments in 2016. In addition, 13 officers were issued notices for vacating posts during the aforesaid year and there were no extensions of service. There had been 01 interdiction under disciplinary action.

### 6.2.1 Promotions

There were promotions for 04 posts in the department and following that 24 officers were promoted in 2016.

#### The posts which are given promotions in 2016

The posts given promotions	Number of promoted
Sri Lanka Administrative Service	02
Public Management Assistant I,II,III	03
Field Instructor	18
Karyala KaryaSahayaka	01
<b>Total</b>	<b>24</b>

### 6.2.2 Staff welfare

Approving loans could be mentioned as an important requirement in staff welfare. Considering that, from the approvals for property, vehicle and distress loans, 01 property loan and 110 distress loans have been given. Therefore, when considering the matters pertaining to the Establishment in the Land Commissioner General's Department, it has gained a progress in recruitments, approving loans and promotions in 2016, compared to the year 2015.

### 6.3 Development of human resources

Various training programs are organized for the development of the human resource in Land Commissioner General's Department. There have been local as well as foreign training programs. Specially, knowledge, skills and attitudes of the staff have been developed through the training programs. Following that, a budget estimated provision of LKR 2,700,000.00 was allocated for training and skill development in 2016 and the expenditure was 2,153,914.00. The training programs organized by the department in 2016 were as follows.

### The Progress of staff training (local) in 2016

Subject	Number of Training Programs planned	Number of Training Programs conducted	Expected number of officers to be trained	Number of officers trained
Training officers by the Department	61	43	800	*1,021
Training officers by Training Institutes	-	33	-	64
Sponsored by external Training Centers	-	02	-	80
<b>Total</b>	<b>61</b>	<b>78</b>	<b>800</b>	<b>*1165</b>

(\*Same officer have participated in several training programs)

In addition to the local training programs, the officers were provided foreign training opportunities as well with the intention of developing the human resource and making them more efficient. Details are given below.

### The Progress of the staff training (foreign) in 2016

No	Name and the designation of the officer	Duration of the training	Country	Subject
01	Mr. R.P.R. Rajapaksha Land Commissioner General	2016.10.12 2016.11.01	Korea	Land Development Policy and Management
02	Mr. F.H.L.M.P De Silva Chief Accountant	2016.02.16 2016.02.26	Malaysia	Capacities Building
03	Mr. T.N. Kariyawasam Assistant Land Commissioner	2016.07.17 2016.07.21	South Korea	Big Data Course
04	Mr. R.M.N.C. Hemakumara Assistant Land Commissioner	2016.08.14 2016.08.28	Malaysia	Land Administration
05	Mrs. Nuwani Sudusinghe Assistant Land Commissioner	2016.10.31 2016.11.25	Australia	Land Economics
06	Mr. K.B. Nijaharan Assistant Land Commissioner	2016.10.31 2016.11.25	Australia	Land Economics



## Chapter 7

### Management of physical resources

#### 7.1 Introduction

Acquiring and purchasing of movable and immovable fixed assets were at a lower level in 2016 and more provisions were spent under capital expenditure to buy computers and printers as modern infrastructure to establish the information system on state lands.

It is observed that there have not been a major change in the quantity of fixed assets prevailed at the beginning of the year 2016 and since the auctions and removals of movable and immovable assets were less, it is conveyed through the data that physical resources of the Department have been efficiently managed.

#### 7.2 Usage of physical resources and changes and procurement, disposals of goods

Since new buildings were not constructed and new lands were not acquired to the Department under the category of fixed assets, the remaining balance of immovable assets were same as the year 2015 in the year 2016.

As a result of auctions and disposals of goods in movable assets in 2016, several categories of movable assets have gone down than the previous balance and the disposal of furniture has increased in quantity compared to other assets.

Due to the purchasing of computers and other equipment under asset category to fill the requirement of infrastructure for E-slims and Bim Saviya programs, it has increased than the prevailing balance of the year. This could be realized by observing the following table on immovable and movable assets.

##### Immovable Assets

No	Category	At the beginning of the year	Changes within the year				At the end of the year
			Acquisitions	Purchases	Auctions	Vesting	
01	Land (Hec.)	87.8511	-	-	-	-	87.8511
02	Building	300	-	-	-	-	300
03	Construction	-	-	-	-	-	-

## Movable Assets

No	Category of the Asset	At the beginning of the year	Changes within the year				At the end of the year
			Acquisitions	Purchases	Auctions	Disposal	
01	Cabs	29					29
02	Motor vehicles (Jeeps and cars)	12		01			13
03	Vans	02					02
04	Bicycles	09					09
05	Photocopy machines	18			06		12
06	Computers	99			14		85
07	Computer printers	62			03		59
08	Fax machines	19			02		17
09	Type writers	43			05		38
10	Safes	05					05
11	Televisions	13		03			16
12	Refrigerators	08					08
13	Almira (steel & wooden)	203		06	17	07	185
14	Tables (steel & wooden)	504			08	05	491
15	Chairs	654			27	21	606
16	Shelves	227			03		224
17	Pedestal fans	06					06
18	Roneo machines	06			01		05
19	Electric kettles	15		05	01		19
20	Filters	28		07	02	01	32
21	Rice cookers	04		01			05
22	Gas cookers	08		01	01		08
23	Air conditioners	25			01		24
24	Electric irons	06		02			08
25	Fire extinguishers	16					16
26	Blenders	04			01		03
27	Calculators	153			07	04	147
28	Platform weighing	10					10
29	Vacuum cleaners	05		01			06
30	Polishers	03					03
31	Lawn mowers	02		02			04
32	Board cutting machines	02					02
33	Paper cutting machines	01					01
34	Computer tables	126			02		124
35	Computer chairs	85					85
36	Finger print machines	02					02
37	Electric drill hammer	01					01
38	Multi meter	01					01
39	Racks for hand bills	02					02
40	Digital cameras	01					01
41	Laptops	06					06



42	Beds (Teak)	03		08			11
43	Multimedia projectors	01					01
44	Pen drives 4GB	11		01		07	05
45	UPS machines	27			03	01	23
46	Veranda chairs	12					12
47	Dining tables (teak)	01		03			04
48	Dining chairs	20		14			34
49	Grinders	02					02
50	Executive chairs	37			04		33
51	Executive tables	37					37
52	Sofas	01		02			03
53	Mid back chairs	52					52
54	Visitors' chairs	86		04			90
55	Lobby chairs	20		10			30
56	Iron tables	01		02			03
57	Television racks	01					01
58	Duplex units	01					01
59	Long bench	19					19
60	Beds	21		02	03		20
61	Gas cylinder	03		01			04
62	LCD monitor	02					02
63	Dressing table	11		04			15
64	Mahogany office cupboard	04					04
65	Low back chair	115					115
66	Clocks	05			02		03
67	Regulator	01					01
68	Santa dining set	05					05
69	Leisure chairs	03		04			07
70	White board	01					01
71	Ladders	04					04
72	Routers	02					02
73	Key board	01					01
74	Boiler	00		01			01
75	Plate racks	01					01
76	Plastic chairs	116			01	10	105
77	Scanners	02					02
78	Library almirahs	02					02
79	BI cutter	01					01
80	Dining tables	02					02
81	Iron cupboards	02					02
82	Rechargeable torch	02					02
83	Book racks	02					02
84	Lobby stool	01					01
85	Washing machines	01		01			02
86	Cupboards	05					05
87	Towel racks	01		06			07
88	Wooden drawing chairs	12					12
89	Mattresses	22		10	02	06	24

90	Filing cupboards	53				53
91	Pen drive 8GB	09				09
92	TV antenna	01				01
93	Ceiling fans	03				03
94	Water motors	01				01
95	Tea Trolley			05		05
96	Door panel			03		03
97	Teapot			01		01
98	Bed side stool			01		01
99	Cabinet (display)			01		01
100	Reception table			01		01
101	Mic and camera			01		01
102	Water filter stand			07		07
103	AC machines			01		01

## 7.1 Store management

Store management is done by keeping annual stores inspection records. This is successfully done by Land Commissioner General's Department at the levels of Head Office and sub offices.

### Store Inspections

No	Office	No. of officers surveyed
01	Head Office	01
02	World Food Stores Complex. Rathmalana	01
03	Circuit Bungalow - Meepilimana	01
04	Deputy Land Commissioner's Office – Anuradhapura	01
05	Circuit Bungalow - Anuradhapura	01
06	Sub Office - Anuradhapura	32
07	Deputy Land Commissioner's Office – Polonnaruwa	01
08	Circuit Bungalow – Polonnaruwa	01
09	Sub Office - Polonnaruwa	12
10	Deputy Land Commissioner's Office – Trincomalee	01
11	Sub Office – Trincomalee	08
12	Assistant Land Commissioner's Office – Kanthale	01
13	Circuit Bungalow – Kanthale	01
14	Sub office - Kanthale	06
15	Deputy Land Commissioner's Office – Debarawewa	01
16	Circuit Bungalow – Katharagama	01
17	Circuit Bungalow – Hambanthota	01
18	Sub Office – Debarawewa	09
19	Deputy Land Commissioner's Office – Mahiyanganaya	01
20	Circuit Bungalow – Mahiyanganaya	01
21	Sub Office – Mahiyanganaya	16
22	Deputy Land Commissioner's Office – Ampara	01

23	Circuit Bungalow – Ampara (Uhana)	01
24	Sub Office – Ampara	16
25	Assistant Land Commissioner’s Office – Monaragala	01
26	Circuit Bungalow – Monaragala	01
27	Sub Office - Monaragala	04
	<b>Total</b>	<b>122</b>



## **Chapter 8**

### **Financial Management**

#### **8.1 Introduction**

Financial management of the Land Commissioner General's Department is performed under various sections such as bearing expenditure, generating revenue, preparing estimates, maintaining advance accounts, managing physical resources, inspecting stores and auditing etc.

#### **8.2 Budget management**

Procure funds for the inter provincial land development project implemented under development programs of the Department and for the general administration is the main function of budget management and following that, utilization of provisions for various programs implemented by the Department also done through this.

The main functions are as follows.

1. Preparation of Ran Bima grants
2. Conducting Land Kachcheries and Mobile Services
3. Rehabilitation of Official quarters, Circuit bungalows and office buildings belong to the Department.
4. Accomplishment of physical resources
5. Training and skill Development of the staff

Utilization of provisions according to the aforesaid information with a comparison with the previous year is shown by the following table.

## Budget Management

855-40-01	2015			% of expenditure	2016			% of expenditure
	Provision (Rs.)	Expenditure (Rs.)	Balance (Rs.)		Provision (Rs.)	Expenditure (Rs.)	Balance (Rs.)	
Project 01								
Personal Emolument	256,749,000	255,961,456	787,544	99.69	277,250,381	276,690,005	560,376	99.80
Other Recurrent	57,281,000	56,684,304	596,696	99.56	64,212,013	62,880,800	1,331,213	97.93
<b>Capital</b>	<b>80,050,000</b>	<b>79,053,316</b>	<b>1,003,316</b>	<b>98.75</b>	<b>75,360,000</b>	<b>72,659,544</b>	<b>2,700,456</b>	<b>96.42</b>
2001	30,000,000	29,988,061	11,939	99.96	30,000,000	29,716,855	283,145	99.06
2002	900,000	885,453	14,547	98.38	1,000,000	584,713	415,287	58.47
2003	5,150,000	5,106,865	43,135	99.16	5,500,000	5,033,626	466,374	91.52
2102	3,300,000	3,298,614	1,386	99.96	3,000,000	2,929,316	70,684	97.64
2104	10,000,000	10,000,000	0	100	26,400,000	26,400,000	0	100
2105-1	1,200,000	1,199,024	976	99.92	960,000	680,570	279,430	70.89
2105-2	3,500,000	3,098,491	401,509	88.53	3,200,000	2,564,544	635,456	80.14
2105-3	3,000,000	2,651,375	384,625	88.38	2,600,000	2,596,006	3,994	99.85
2401	3,000,000	2,987,889	12,111	99.60	2,700,000	2,153,914	546,086	79.77
2502-2	20,000,000	19,837,544	162,456	99.19	-	-	-	-
<b>Total</b>	<b>394,080,000</b>	<b>391,699,076</b>	<b>2,380,924</b>	<b>99.40</b>	<b>416,822,394</b>	<b>412,230,349</b>	<b>4,592,045</b>	<b>98.90</b>

Recurrent expenditure has increased in 2016, compared to the year 2015 and the main cause for that is the increase in personal salary payments which increased with the cadre. Compared to the previous year, a slight increase in the granted amount of capital expenditure and the percentages of the utilization of provisions could be seen. Department has been able to keep capital expenditures within the limits of relevant provisions, by the proper physical resource management.

### 8.3 Public officers' advance payments 'B' account

Providing financial facilities for advances and loans to the staff of the Department is compiled through this account and the received advances and loan applications were completed in 2016 as mentioned below.

### Public officers' advance payments 'B' account

No	Category of loan	Number of applied	Number of granted	Amount (LKR)
01	Special loan advances	144	143	572,000.00
02	Festival Advance	418	407	4,070,000.00
03	Distress loans	107	103	11,203,188.00
04	Cycle loan	-	-	-
	Total	669	653	15,845,188.00

Operation of advance account following the due limitations with a comparison to the previous year is given below.

### Public Officers Advance 'B' account

limits	2015			Total B+C	2016			Total B+C
	Estimate A	Actual			Estimate A	Actual		
		having Impact on estimate -B	Not having Impact on estimate - C			having Impact on estimate -B	Not having Impact on estimate - C	
Maximum expenditure limits	16,200,000	16,326,900.68	3,585,815.00	19,912,715.68	16,000,000.00	16,107,312.52	4,481,534.50	20,588,847.02
Minimum credit limit	14,200,000	15,758,861.00	4,664,350.00	20,423,211.80	14,000,000.00	15,420,513.06	4,827,895.00	20,248,408.06
Maximum debit balance limit	60,000,000	52,337,399.21	0.00	52,337,399.21	60,000,000.00	52,974,922.17	-	52,974,922.17

By the date 01.01.2016, there was an unsettled loan outstanding amount of LKR 2,901,781.19 as the balance outstanding of Advance 'B' account and the measures are being taken to recover the balance.

Further, following action are being taken at present to avoid the occurrence of aforesaid issue again.

- I. When an officer is being transferred, informing them how to settle the loan outstanding along with salary particulars.
- II. If the loan balance is not settled within 03 months by that institution, informing again by letters.

- III. If the loan is not settled even after continuous reminders, debit the outstanding to that institute by a transfer memo after informing.
- IV. If the required provisions, to settle the loan outstanding of a retired officer, are not sent by the Department of Pensions informing the Department of Pension about relevant information and taking action to obtain the provisions.

### **8.4 Audits**

Audits of the Land Commissioner General's Department are conducted annually by the Government Auditor General's Department and the internal Audit division of the Department. How the internal audits and government audits have been conducted is shown below by the table.

#### **Internal Audits**

	<b>2015</b>	<b>2016</b>
Number of Audits conducted	14	19
Number of audit queries replied within the year	14	16

According to the annual Audit Plan 2016, it was planned to conduct 19 internal audits and it was possible to complete 16 audits by the end of 2016. Following are the details of the offices which audits were conducted.

#### **Regional Offices**

1. Deputy Land Commissioner's Office - Anuradhapura
2. Deputy Land Commissioner's Office - Polonnaruwa
3. Deputy Land Commissioner's Office - Ampara
4. Deputy Land Commissioner's Office - Mahiyanganaya
5. Deputy Land Commissioner's Office - Debarawea
6. Deputy Land Commissioner's Office - Trincomalee
7. Assistant Land Commissioner's Office - Monaragala
8. Assistant Land Commissioner's Office - Kantale
9. Circuit Bungalow - Nuwaraeliya
10. World Food Stores - Rathmalna



## Head Office

1. Technical Division - Head Office
2. Administrative Division - Head Office
3. Transport Division - Head Office (03 Audits have been conducted)
4. Land Division - Head Office
5. BimSaviya Division - Head Office
6. Procurement - Head Office
7. Stores - Head Office

## Government Audits

	2015	2016
Number of Audits conducted	07	14
Number of audit queries replied within the year	07	13

Land Commissioner General's Department has properly responded to the government audits when the audits were conducted.