

Ministry of Women, Child Affairs and social Security

Social Security Division

Human Resource Development and Samurdhi Development Section

Introduction

As per the public administration Circular No.02/2018 dated 24.01.2018, it is cited that training of all the staff of any government institution in due time as to accomplish their jobs properly in accordance with the duty assigned them and provision of training opportunities not less than 12 hours per person per year must be provided by all government institutes as a compulsory responsibility.

Accordingly, the main role of this division is implementation various type of capacity building programme to have maximum productive, efficiency and good quality service from the employees through developing them subjective and technical knowledge, skills, spiritual qualities and attitudes to raise the human resource as a valuable capital of the Ministry and affiliated institutes to achieve the targets of the Ministry and visions, missions and objectives of other affiliated institutes.

Vision

To create a qualified and effective superior human resource

Mission

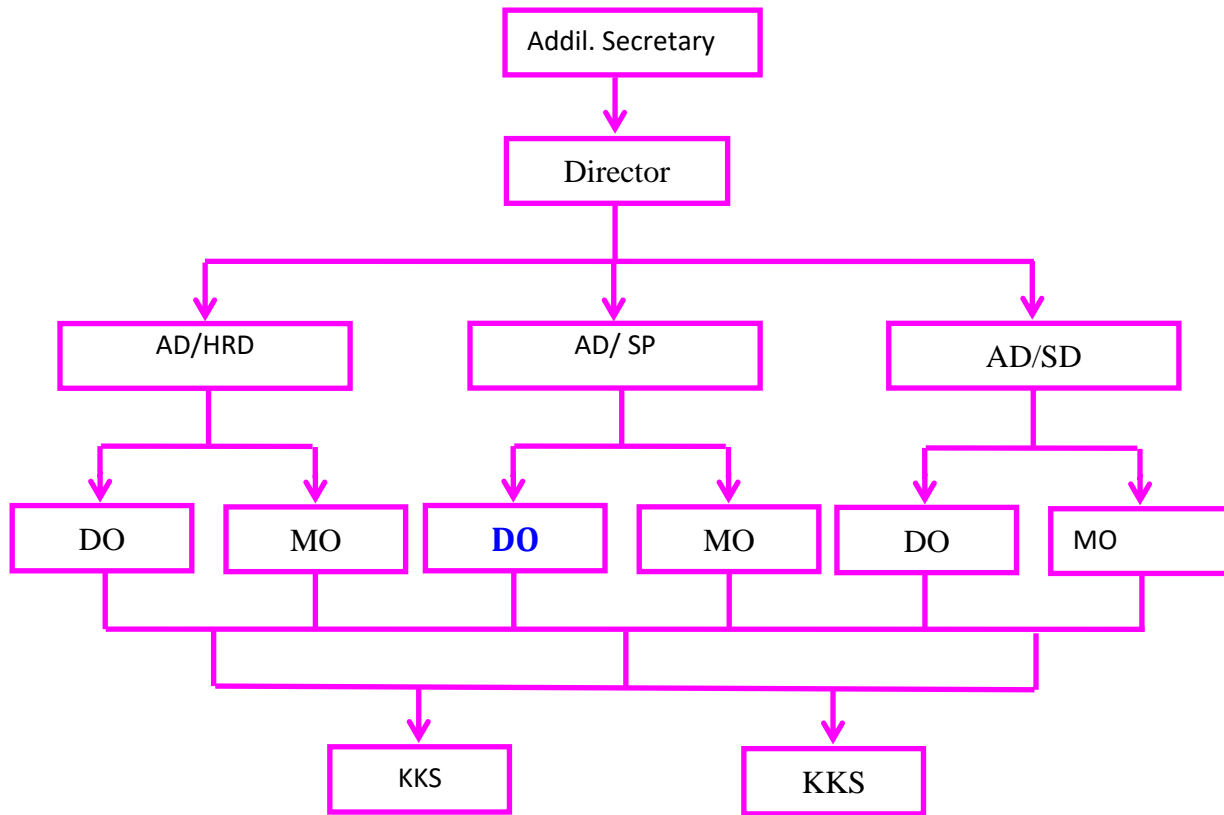
Updating the human resource as a valuable capital with new subjective and technical knowledge and spiritual development through conducting capacity building programmes to improve subjective and technical knowledge, skills and spiritual knowledge and attitudinal development as to achieve targets and objectives of the Ministry productively and efficiently

Objectives

- Create a better human resource with full of knowledge, skills and positive attitudes
- Enhance efficiency of the officers

- Create a better working environment
- Enhance performance of the Ministry and affiliated institutes
- Empower the officers to adapt changes of the job or institute and to face challenges

Organizational Structure



The Cadre

1. Additional Secretary - 01
2. Director - 01
3. Assistant Directors - 03
4. Development Officers - 03
5. Management Assistants - 03
6. Office Work Assistants - 02

Total - 13

Human resource development programmes conducted by this Division

1. Training programmes on knowledge and attitude development
2. Training programmes on skill and knowledge development
 - 2.1 Trainings all the staff
 - 2.2 Training individuals by directing to outside institutes

Provision allocated for year 2019

Expenditure code	Allocation (revised) Rs.Mn.
124 - 02 - 05 - 2401	4.50
124 - 01 - 02 - 2401	0.54
124 - 02 - 04 - 2401	0.45
124 - 01 - 03 - 2401	1.08
Total	6.57

Provision allocated for year 2019 and expenditure up to 31.12.2019

- Amount allocated from 2019 Budget for training the Staff - Rs.6,570,000
- Expenditure up to 31.12.2019 - Rs. 6,525,860.63
- Remaining balance - Rs. 44,139.37
- Percentage financial progress - 99.3%

Physical and financial progress up to 31.12.2019

Project/programme	Revised allocation	Physical	Financial progress	Physical progress
-------------------	--------------------	----------	--------------------	-------------------

	(Rs.Mn..)	target	Rs.Mn.	%	No. of programmes	%
1. Conducting training programmes on knowledge and attitude development	1.746	10 programmes	1.705	97.7%	10 programs have been completed	100%
2. Conducting training programmes on knowledge and skill development						
2.1 Training programme for all the staff	0.804	10 programs	0.804	100.0%	11 programs have been completed	100%
2.2 Training individuals by directing to outside institutes	4.021	500 officers	4.017	99.3%	533 officers have been directed to 31 outside programmes .	106%
Total	6.570		6.526	99.3%	51 programmes	

Human resource development division has achieved physical and financial target of year 2019 effectively and successfully under the guidance of Mrs. Ashoka Alawaththa, Secretary to the Ministry of Primary Industries and Social Empowerment.

Training programmes on knowledge and attitude development conducted up to 31.12.2019

Serial No.	Training programme	Date/dates	Resource contribution	No. of participants
1.	One day awareness programme in line with National Drug Prevention Programme for officers of the Ministry and affiliated	26.02.2019	Healthy Lanka Institute and ADIC Institute	110
2.	One day awareness programme on safe driving in compliance with road rules and attitude development through developing public relations	2019.02.27	Mr.W.G.Gunapala, then Additional Secretary of the Ministry of Fisheries (retired) Mr.K.G.Seneka, OIC of the Police Headquarters, IP of Sri Lanka Traffic Police Headquarters	51

3.	Sermon conducted in line with spiritual development programme conducted in government institutions island widely on celebrating Thripitakabhi Vandana Sathiya (2019.03.16 - 2019.03.23)	22.03.2019	Distinguished Damma Speaker Ven.Lenawa Mangala Thero	100
4.	Damma sermon conducted celebrating Poson Poya day	11.06.2019	Ven.Bambarande Wajirananda Thero Distinguished Damma Speaker, Chief Incumbant of Pannipitiya Brahmanagama kanda Temple, Damma Teacher of Sri Rahula Balika Vidyalaya Malambe, B.A.	75
5.	Musical entertainment programme with song criticism for officers of the Ministry and affiliated institutes for more sensitive public service	17.06.2019	Mr. Dammika Bandara Veteran Song Critic and Veteran Lyrics Writer	222
6.	Awareness programme of effects of using drug for the students of Sri Subuthi Maha Vidyalaya in line with National Drug Prevention Programme	04.10.2019	Mr. Mahendra Jayasinghe, Executive Director, Healthy Lanka Institute	282
7.	One day seminar on modern thinking and attitude development	08.10.2019	Dr. Ranil Sugathadasa, Motivation Specialist, Chartered Civil Engineer	185
8.	1 st out boundary training programme for staff grade and secondary level officers of the Ministry and affiliated institutes	26.11.2019 and 27.11.2019	Rangiri Aqua Training Institute , Ibbankatuwa Reservoir Rd, Dambulla	44
9.	2 nd out boundary training programme for staff grade and secondary level officers of the Ministry and affiliated institutes	05.12.2019 and 06.12.2019	Rangiri Aqua Training Institute , Ibbankatuwa Reservoir Rd, Dambulla	50
10.	3 rd out boundary training programme for primary level officers of the Ministry and affiliated institutes	11.12.2019 and 12.12.2019	Rangiri Aqua Training Institute , Ibbankatuwa Reservoir Rd, Dambulla	50
Total				1,169

Training programmes on skill and knowledge development up to 31.12.2019

Seri al No.	Training programme	Date/dates	Resource contribution	No. of participants
1.	100 hours Tamil Language Training Programme for the officers above 50 years to obtain Tamil official language proficiency	100 hours (4 hours per every Thursdays and Fridays from 14.02.2019 to 14.06.2019)	Mr. M.I.A.Hafeel Language Instructor Official Language department	40
2.	Medical Clinic for awareness to maintain good health habits, Dieting for prevention from non-communicable diseases and consequences of using sugar	05.03.2019	Nutrition Coordination Unit Ministry of Health, Nutritious and Indigenous Medicine	286
3.	One day awareness programme on National Audit Act no.19 of 2018 for the officers of the Ministry and affiliated institutes	01.04.2019	Mr.H.M.Gamini Wijesinghe Auditor General / former Chairman of Audit Service Commission	225
4.	Awareness programme on modern office procedures and office management	27.05.2019 and 28.05.2019	Mr.A.D.Somadasa Government Training instructor and Disciplinary Inquiry Officer ⁸ . Retired Deputy Labour Commissioner	85
5.	Medical Clinic for awareness on non-communicable diseases and dental clinic for officers of the Ministry and Affiliated Institutes	07.06.2019	With contribution of Doctors, Nurses and other Staff of the Colombo MOH Office	222
6.	Two day programme on Administration affairs, Maintaining personal files and leaves and salaries of public servants	08.07.2019 and 09.07.2019	Mr.A.D.Somadasa Government Training instructor and Disciplinary Inquiry Officer Retired Deputy Labour Commissioner	106
7.	One day awareness programme on National Audit Act no.19 of 2018 for staff grade officers of the Ministry and affiliated institutes	12.07.2019	Mr.Ruwan Gunrathne Audit Superintendent National Audit Office	85
8.	Tamil Language Training Programme to obtain 2 nd category Tamil official language	6 hours per every Thursdays from 01.08.2019 to 05.12.2019)	Mr. M.I.A.Hafeel Teaching Instructor Official Language department	35

Serial No.	Training programme	Date/dates	Resource contribution	No. of participants
9.	Three Day TOT Programme on Danabhimani 5000 of export villages and 50,000 of projects programme	2019.08.02 සා 2019.08.03	Resource persons from affiliated institutes of the Ministry	109
10.	50 hours Tamil Language Training Programme for the primary level officers to obtain Tamil official language proficiency	50 hours (6 hours per every Fridays from 02.08.2019 to 11.10.2019)	Mr. M.I.A.Hafeel Language Instructor Official Language department	83
11.	Awareness programme on Right to Information Act no.12 of 2016 for Staff grade officers of the Ministry and affiliated institutes	17.09.2019	Mr.H.M.Piyathissa Ranasinghe Former Director General of Right to Information Commission	75
Total				1351

Directing officers to Skill and Knowledge development programme conducted by outside institutes up to 31.12.2019

Serial No.	Training programme	Date/dates	Resource contribution	No. of participants
1.	Second Language (Sinhala) course	Every Saturdays of 6 months from 05.02.2019	Department of Official Language	1
2.	Advanced Level Sinhala Language Course	Every Mondays of 6 months from 11.02.2019	Department of Official Language	1
3.	Two day workshop on Establishment code and Financial Regulation code	09.05.2019 and 10.05.2019	Skills Development Fund Limited (SDFL) Ministry of Skills Development and Vocational Training	64
4.	Two day work shop on attitude development and professional knowledge development of Office Employment Assistants	2019.05.16 සා 2019.05.17	Skills Development Fund Limited (SDFL) Ministry of Skills Development and Vocational Training	45

5.	Two day workshop on disciplinary procedure	27.05.2019 and 28.05.2019	Skills Development Fund Limited (SDFL), Ministry of Skills Development and Vocational Training	12
Serial No.	Training programme	Date/dates	Resource contribution	No. of participants
6.	Three - Day Course on Government Payroll System	29.05.2019, 30.05.2019 and 31.05.2019	Miloda Academy of Financial Studies Ministry of Finance	2
7.	One day workshop on Maintenance Official Bank Accounts	17.06.2019	Skills Development Fund Limited (SDFL), Ministry of Skills Development and Vocational Training	55
8.	Three day workshop on Role and responsibility of Administration Officers	17.06.2019, 18.06.2019 and 19.06.2019	Skills Development Fund Limited (SDFL), Ministry of Skills Development and Vocational Training	10
9.	Two day workshop on Transport Management	20.06.2019 and 21.06.2019	Skills Development Fund Limited (SDFL), Ministry of Skills Development and Vocational Training	10
10.	Two day workshop on Stores Management and Procurement Procedure	27.06.2019 and 28.06.2019	Skills Development Fund Limited (SDFL), Ministry of Skills Development and Vocational Training	12
11.	Three-day Workshop on Advanced Excel	03.07.2019, 10.07.2019 and 17.07.2019	Skills Development Fund Limited (SDFL), Ministry of Skills Development and Vocational Training	16
12.	Training programme on Provisions of E-code for Public Servants	08.07.2019 and 09.07.2019	Ministry of Public Administration, Disaster Management and Livestock Development	2
13.	Two day Workshop on Capacity Building	22.07.2019 and 23.07.2019	Skills Development Fund Limited (SDFL), Ministry of Skills Development and Vocational Training	40
14.	Three day Workshop on Counseling Methods	24.07.2019, 25.07.2019 and 26.07.2019	Skills Development Fund Limited (SDFL), Ministry of Skills Development and Vocational Training	61

15.	Training programme on Provisions of E-code for Public Servants	25.07.2019 and 26.07.2019	Ministry of Public Administration, Disaster Management and Livestock Development	2
16.	Two day workshop on Establishment code and Financial Regulation code (2 nd Group)	01.08.2019 and 02.08.2019	Skills Development Fund Limited (SDFL), Ministry of Skills Development and Vocational Training	12

Serial No.	Training programme	Date/dates	Resource contribution	No. of participants
17.	Two day Workshop on Procurement Commission and proposed new procurement guidelines	22.08.2019 and 23.08.2019	Skills Development Fund Limited (SDFL), Ministry of Skills Development and Vocational Training	40
18.	Four - Day Special Workshop on Sri Lanka Public Sector Accounting Standards (SLPSAS)	2019.08.22, 2019.08.23, 2019.08.29 and 2019.08.30	Association of Public Finance Accountants of Sri Lanka 30A, Malalasekara Mawatha Colombo - 07	2
19.	One day Workshop on Cabinet Paper Writing and submission	22.07.2019 and 23.07.2019	Skills Development Fund Limited (SDFL), Ministry of Skills Development and Vocational Training	32
20.	Two day Workshop on Pension	24.07.2019, 25.07.2019 and 26.07.2019	Skills Development Fund Limited (SDFL), Ministry of Skills Development and Vocational Training	35
21.	Two day workshop on reporting of losses, recovering and excluding	01.08.2019 and 02.08.2019	Skills Development Fund Limited (SDFL), Ministry of Skills Development and Vocational Training	15
22.	Two day work shop on attitude development and professional knowledge development of Driver	24.10.2019 and 25.10.2019	Skills Development Fund Limited (SDFL), Ministry of Skills Development and Vocational Training	13
23.	Six Months Course on Computer Typesetting & Desktop Publishing	5 hours per every Thursdays from 24.10.2019	Sri Lanka Press Institute	1
24.	Two - Day Workshop on How to Collect and Remit VAT, NBT & WHT	28.10.2019 and 29.10.2019	Skills Development Fund Limited (SDFL),	16

			Ministry of Skills Development and Vocational Training	
25.	Training programme on Provisions of E-code for Public Servants	07.11.2019 and 08.11.2019	Ministry of Public Administration, Disaster Management and Livestock Development	1
26.	Six Months Course on Graphic Design	5 hours per every Tuesdays from 03.12.2019	Sri Lanka Press Institute	1
27.	Workshop on Internal Auditing for the Staff of Internal Audit	05.12.2019	Miloda Academy of Financial Studies Department of Audit and Management	3
Serial No.	Training programme	Date/days	Resource contribution	No. of participants
28.	Workshop of TOT of SIYB for 25 officers of RDTRI on Entrepreneurship and Business development conducted	10 days from 14.12.2019 to 23.12.2019	SIYB Association of Sri Lanka	25
29.	Three - Day Course on Government Payroll System	18.12.2019 ,19.12.2019 And 20.12.2019	Miloda Academy of Financial Studies Ministry of Finance	2
30.	CIGAS Computer Course	11.03.2019	Miloda Academy of Financial Studies Ministry of Finance	1
31.	Directing three Management Assistants for Efficiency Bar Examination	23.05.2019	National Institute of Labour Studies	3
Total				535

Special Remark

- We were able to have Rs.1.371Mn. worth discount for directing 372 individuals to 8 programmes conducted in outside institutions. The percentage advantage of that discount is 42.1%
- By means of that discount, extra 5000 of officers were directed to outside courses and it is a great advantage we got .

Detail of discounted courses are given below

S e r i a l N o	Training Course	Amount charged per one (Rs.)	No: of Participants	Payable amount (Rs.)	Paid amount (Rs.)	Discount (Rs.)	Discount percentage (Rs.)	Paid amount per one (Rs..)	Discount per one (Rs.)
1	Two day workshop on Establishment code and Financial Regulation code	8,500.00	64	544,000.00	372,000.00	172,000.00	31.6%	5,812.50	2,687.50
2	Two day workshop on attitude development and professional knowledge development of Office Employment Assistants	8,500.00	45	382,500.00	244,000.00	138,500.00	36.2%	5,422.22	3,077.78
3	One day workshop on Maintenance Official Bank Accounts	5,000.00	55	275,000.00	135,000.00	140,000.00	50.9%	2,454.55	2,545.45
4	Two day Workshop on Capacity Building	8,500.00	40	340,000.00	224,000.00	116,000.00	34.1%	5,600.00	2,900.00
5	Three day Workshop on Counseling Methods	15,000.00	61	915,000.00	411,000.00	504,000.00	55.1%	6,737.70	8,262.30
6	Two day Workshop on Procurement Commission and proposed new procurement guidelines	8,500.00	40	340,000.00	212,000.00	128,000.00	37.6%	5,300.00	3,200.00
7	One day Workshop on Cabinet Paper Writing and submission	5,000.00	32	160,000.00	95,000.00	65,000.00	40.6%	2,968.75	2,031.25
8	Two day Workshop on Pension	8,500.00	35	297,500.00	190,000.00	107,500.00	36.1%	5,428.57	3,071.43
Total			372	3,254,000.00	1,883,000.00	1,371,000.00	42.1%	5,061.83	3,685.48

Photographs depicted of some events of Training Programmes





One day work shop on attitude development of Drivers of the Ministry and Affiliated Institutes through developing public relationships and safe driving in compliance with road rules conducted on 27.02.2019





One day awareness programme on National Audit Act no.19 of 2018 by resource contribution of Mr.H.M.Gamini Wijesinghe, Auditor General and Chairman Audit Commission and Executives of National Audit Office on 01.04.2019





Medical Clinics to prevent from non-communicable diseases and Dental Clinic conducted by Colombo MOH Office on 07.06.2019



Musical entertainment programme with song criticism conducted by Mr. Dammika Bandara Veteran Song Critic and Lyrics Writer on 17.06.2019



Two day awareness programme on Administration affairs, Maintenance of personal files, Leave and salaries of public officers by resource contribution of Mr.A.D.Somadasa, Government Training instructor and Disciplinary Inquiry Officer conducted on 08.07.2019 and 09.07.2019



One day awareness programme for staff grade officers on National Audit Act no.19 of 2018 by resource contribution of Mr.Ruwan Gunarathne, Auditor General of National Audit Office conducted on 17.06.2019



Tamil Language Course for 2nd category officers who are required to obtain language proficiency by resource contribution of M.I.A.Hafeel, registered Language Instructor of Department of Official Language



50 hours Tamil Language Course for primary level officers who are required to obtain language proficiency by resource contribution of M.I.A.Hafeel, registered Language Instructor of Department of Official Language



Awareness programme on Right to Information Act no.12 of 2016 for Staff grade officers of the Ministry and affiliated institutes conducted by resource contribution of Piyathissa Ranasinghe, Former Director General of Right to Information Commission on 17.09.2019



Awareness programme of effects of using drug for the students of Sri Subuthi Maha Vidyalaya in line with National Drug Prevention Programme conducted by resource contribution of Mr. Mahendra Jayasinghe, Executive Director of Healthy Lanka Institute on 04.10.2019



One day seminar on modern thinking and attitude development conducted by resource contribution of Dr. Ranil Sugathadasa, Motivation Specialist and Chartered Civil Engineer on 08.10.2019





3rd out boundary training for primary level officers of the Ministry and affiliated institutes conducted by resource contribution of Rangiri Aqua (Pvt) Ltd on 11.12.2019 and 12.12.2019.



International
Labour
Organization

SIYB TRAINING OF TRAINERS SEMINAR

DECEMBER - 2019



Rural Development Training and Research Institute - Pilimathalawa

TOT for officers of RDTRI on Entrepreneurship and Business development conducted by resource contribution of SIYB Association of Sri Lanka from 14.12.2019 to 23.12.2019