“A satisfied productive labour force”
Ministry of Labour and Labour Relations

Performance
2013

Preparation
Planning, Research and Development Division

Publication
Ministry of Labour and Labour Relations
**Ministry of Labour and Labour Relations**  
**Performance - 2013**

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Message of Hon. Gamini Lokuge
Minister of Labour and Labour Relations

It is pleasure for me to issue a message for this performance report in the year 2013, which is to be submitted at the Budget Debate of Ministry of Labour and Labour Relations as the Minister of Labour and Labour Relations, which depicts progress and services rendered to working people of Sri Lanka by Ministry of Labour and Labour Relations and institutions under purview of it.

We worked for success our targets through creation of better working environment in the country during last year.

The economic development of country is to be higher status when the Sri Lanka is transformed into wonder of Asia. The contribution received from the labour force is important for this purpose.

It is a victory hailed by us the possibility of maintaining labour productivity and efficiency, with higher level, of working population through maintenance of industrial peace and harmony.

We have taken steps to fulfill the responsibilities for the Labor force of Sri Lanka collaboration with International Labour Organization.

I express that the amendment of Labour Laws, enforcement of Labour Standards, elimination of hazardous child Labour, and safeguarding of women’s labour rights were implemented better during last year.

We took actions to raise awareness of employers and employees parties through various education and training programs. We were able to continue industrial peace due to tripartite discussions is in action.

I express my gratitude to all the heads of institutions and divisions including Upali Wijayaweera the secretary to Ministry and entire staff for working with team spirit to achieve activities mentioned here.

I make this an opportunity to express my gratitude to His Excellency the President, Mahinda Rajapaksa, who provides a new Deputy Minister for this Ministry and the leadership and guidance to me, for accomplishing these activities successfully.

Gamini Lokuge
Minister of Labour and Labour Relations
Message of Hon. Rear Admiral Dr. Sarath P. Weerasekara
Deputy Minister of Labour and Labour Relations

It is with great pleasure that I send this message for the Performance Report- 2013, presented to you during the Committee Stage debate on the votes of the Ministry of Labour and Labour Relations.

This publication comprises of the services provided by this Ministry, during the period of one year between 01 October 2012 to 30 September 2013, in developing a quality human resource base, who will contribute efficiently and productively for creating a healthy work force with stability, in the midst of the Sri Lankan society, in enhancing the national product.

I offer my complements to both parties i.e, employer-employee, for making that contribution for the development of the economy of the country through maintenance of industrial relations and conciliation process and by strengthening of the social dialogue, while orderly maintaining the tripartite relations among the employee, employer and the state.

I am happy about the steps taken by the Ministry during the year to uplift the standard of living of about eight million working class community, serving in the private sector, through improvement of their conditions of service.

While expressing my gratitude to officers of the Ministry, i.e, the Secretary, the Heads of Institutions and the officers, who are performing their duties under the guidance of His Excellency, Mahinda Rajapakse, the President of the Democratic Socialist Republic of Sri Lanka and Hon. Gamini Lokuge, the Minister of Labour and Labour Relations, I invite the employers and employees to contribute towards our way forward in becoming the Miracle of Asia by extensively working for the betterment of the working class of the country.

Rear Admiral Dr. Sarath P. Weerasekara
Deputy Minister of Labour and Labour Relations
I am pleased to issue this publication, which presents the information on performance of year 2013 by the Ministry and institutions under purview of it, which is to be submitted at budget debate of Ministry of Labour and Labour Relations for year 2014.

I express that a satisfactory developmental progress report in respect of programs implemented during review period by Department of Labour, Office of the Commissioner of Workmen’s Compensations, National Institute of Occupational Safety and Health, National institute of Labour Studies and Shrama Vasana Fund and institutions under purview of Ministry of Labour and Labour Relations is put in place because of substantial value of programs implemented by our Ministry was remained in higher level during the year 2013.

It was implemented special programs during the year 2013 through the empowerment of Labour Advisory Council for the improvement of working population according to Mahinda Chinthana Manifesto such as broadening of social protection and safety, strengthening of employers and employees relationship, and extending it national level to local levels, strengthening of labour standards, establishment of new wages boards and widening their coverage, protection of rights of working women and elimination of hazardous child labour and creation of effective human resource through conducting of researches and organizing of extensive education and training programs for the progression of labour field, establishment of National Secretariat for employing Persons With Disabilities and strengthening relationships with international organizations and institutions including International Labour Organization.

I make this opportunity to express my gratitude to Hon. Gamini Lokuge, Minister of Labour and Labour Relations and Rear Admiral Hon. Dr. Sarath P. Weerasekera, Deputy Minister for providing leadership, patronage and guidance for promotional future steps, we received in the year 2013 through proper utilization of physical and human resources, and for furthering and implementation them for the year 2014 as well.

Likewise, I thank all the heads of institutions and staff including Additional Secretary of Ministry, who have contributed and dedicated to success of this performance and officers of the planning, Research and Development Division who have prepared this publication.

W.J.L. U. Wijeweera
Secretary
Ministry of Labour and Labour Relations
Ministry of Labour and Labour Relations

Main objectives of the Ministry of Labour Relations and Manpower are formulation of policies and implement those policies that establish the industrial peace and employer and employee relationship, which are pre-requisites for the increase of the production and the labour productivity, with the view of improving the quality of life and service conditions of the working population of about 8.5 million, who are employed in the private and semi-government sector of Sri Lanka. The policy guidance towards this is provided by the government policy on labour. The functional area entrusted to this ministry gets broadened along with labour laws and legislations that are formed from time to time, for the welfare of the working people. Thus, the vision and the mission of the ministry are given below.

Vision
A satisfied productive labour force

Mission
Contribute towards the socio-economic development through the promotion of industrial peace, social security, optimum manpower utilization, productivity and decent work.
Establishments coming under the Ministry of Labour and Labour Relations

Ministry of Labour and Labour Relations

- Ministry Office
  - Labour and Foreign Relations Division
  - Planning, Research and Development Division
  - Administrative and Establishment Division
  - Finance Division
  - Project Secretariat

Department of Labour

- Office of the Commissioner of Workmen’s Compensations
- National Institute of Occupational Safety and Health
- National Institute of Labour Studies
- Shrama Vasana Fund Board.
Strategic plans.

- Protection of employers–employees rights after empowering tripartite stake holders through promoting social dialogue.
- Amend the labour legislations opportune comply with stake holders.
- Broadening of coverage in the social protection programs.
- Implementation of Road Map for eliminating worst forms of child labour as at year 2016.
- Establishment of Monitoring Unit in respect of accords and International Labour Standards.
- Bring into one roof all the social protection services for providing efficient productive services (Mehewara Piyasa).
- Implementation of policy in respect of gender equality for world of work and empower and protect the rights of women employees.
- Update the database relevant to field.

Institutional Excellencies and Innovations

- Introduction of one day registration method of new employers for the Employee Provident Fund and decentralize it on district office levels.
- Make efficient of contribution procedure through following the information technology methods.
- Make efficient the social services through converting EPF No. into NIC No. after storing finger prints of members electronically.
- Bringing awareness to relevant stake holders for implementation of rules and regulations for elimination of worst forms of child labour in the year 2016 after approving them by Parliament.
- Establishment of special unit for Monitoring field researches of Labour Officers.
- Introduction of specific policies for the safety of employers-employees (implementation of HIV/AIDS National Policy for World of Work).
- Establishment of Gender Bureau for ensuring the gender equality.
- Make self reliance of both institutions in which established for ensuring employers-employees safety.
Progress -2013.

- Decrease of No. of Industrial Disputes.
- Decrease of No. of Strikes and minimizing of lost men hours.
- Increase of No. of signed collective agreements.
- Increase of Employee Provident Fund coverages.
- Rising of efficiency in the services of Employee Provident Fund.
  - Employee re-registration project.
  - Computerization of EPF membership details.
- Establishment of new Wages Boards.
- Make employees, employers and relevant Officers aware for elimination of worst forms of child labour.
- Taking actions for identification of issues which existed in labour legislations and laws for confronting global competition.
- Improvement of occupational safety and health.
- Make efficient of compensation procedure for employees who are facing accidents while engaging in service.
- Making arrangements through Shrama Vasana Fund for providing welfare for family members of employees who faced accidents while engaging in employment by.
- Conduct of researches and awareness programs for tripartite stake holders.
- Conduct of National Advisory Councils and Local Labour Advisory Councils for strengthening of tripartite relationships.

Financial Progress of Ministry.

<table>
<thead>
<tr>
<th>Capital Expenditures</th>
<th>Estimated expenditure for the year 2013 (Rs.)</th>
<th>Progress up to 30th September 2013 (Rs.)</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improvements and rehabilitation of capital assets.</td>
<td>5,140,000</td>
<td>3,899,980</td>
<td>76</td>
</tr>
<tr>
<td>Acquisition (capital expenditure)</td>
<td>12,500,000</td>
<td>10,570,213</td>
<td>85</td>
</tr>
<tr>
<td>Transfer of capital</td>
<td>11,000,000</td>
<td>4,171,237</td>
<td>38</td>
</tr>
<tr>
<td>Capacity development</td>
<td>1,120,000</td>
<td>417,233</td>
<td>37</td>
</tr>
<tr>
<td>Other expenditures</td>
<td>30,000,000</td>
<td>10,316,399</td>
<td>34</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>59,760,000</strong></td>
<td><strong>29,375,062</strong></td>
<td>49</td>
</tr>
</tbody>
</table>
The Objectives of Ministry.

- Strengthening of employers–employees relationships through tripartite empowerment.
- Ensuring of service standards and workers’ rights comply with international standards.
- Elimination of worst form of child labour.
- Empowerment and protection of women employees and encouragement of gender equality.
- Enhancement of flexibility of labour legislations and procedures.
- Preparation of appropriate methodologies for ensuring social safety & security

Duties entrusted to the Ministry

As per the extra-ordinary Gazette Notification of the Democratic Socialist Republic of Sri Lanka, issued on 22.11.2010, following powers, duties and functions have been entrusted to the Ministry of Labour Relations and Productivity Development:

1. Preparation and implementation of policies regarding labour relations, international labour standards and employees’ welfare.
2. Direction of implementation of such policies, programs and projects, for the purpose of achieving the relevant national objectives within time lines agreed with the national planning authorities and within budgeted resources.
4. Administration of the Employees’ Provident Fund, Private Provident Fund and Private retirement Scheme.
5. Industrial relations and settlement of industrial disputes.
6. Activities pertaining to industrial courts.
7. Registration of trade unions.
8. Formulation of policies for wages and terms and conditions of employment, safety, health and welfare of workers of factories.
10. All the subjects which have been entrusted to institutions such as the Department of Labour, National Institute of Labour Studies, National Institute of Occupational Safety and Health, Office of the Commissioner of Workmen’s Compensations, Shrama vasana Fund and Gender Bureau
11. Regulation of charges of employment organizations.
12. Supervision of above institutions.
Acts implemented:
2. Industrial Disputes Act No. 43 of 1950.
3. Gratuity Act No. 12 of 1983
5. Trade Unions Act No. 14 of 1935.
7. Shop and Office Employees (Regulation of Employment and Wages) Act No. 14 of 1954.
8. Wages Board Ordinance No. 27 of 1941
10. Workmen’s Compensation Ordinance No. 19 of 1934
11. Factories Ordinance Act No. 45 of 1942
13. Maternity benefits Ordinance of 1939

National Policies Implemented.
- National Policy for decent work of Sri Lanka.
- National Policy in Gender of Sri Lanka.
- National Policy in HIV/AIDS preventions for World of Work.

National Policy on Decent Work in Sri Lanka:
Range of issues pertaining to decent work that have to be overcome, if Sri Lanka is to enter the path towards development, is considered through this policy statement. Through this, it is planned to develop equal opportunities for men and women, under conditions that safeguard freedom, equality, security and human dignity, in obtaining productive work. Further, through this policy, it is planned not only to create employment but also those employment opportunities must be of the acceptable level. Furthermore, basic structure of this policy is based on factors such as providing opportunities to work, equal opportunities in employment, social security and social dialogue.

Objectives of the national policy for decent work are:
1. Full implementation of the statement of the International Labour Organization on fundamental principles and rights in accordance with the international law, legally and practically.
2. Monitoring of the national productivity policy and national employment policy towards generating work and better wage employment for men and women and making contributions towards harmony.
3. Minimize the social cost of the economy and legal modifications through developing social securities which are sensitive to gender and other relevant issues and improving the protection and health management while in the employment.
4. Empowerment of tri-partite partners towards participation in improving and social and economic policies.

The decent work program is being implemented with the view of implementing these objectives through four main pillars.
- Employment generation, development and national productivity.
- Rights at work.
- Social security.
- Social dialogue.
In addition to above four pillars, all sectors will be coordinated while being implemented among the following two subject areas.

1. Productivity improvement.
2. Guaranteeing the gender equality.

Accordingly, all institutions functioning under the Ministry shall work through following thrust areas towards the creation of a decent work environment.

1. Industrial peace and harmony.
2. Implementation of labour standards and legislations.
4. Occupational safety and health.
5. Social security.
6. Education, training, researches and development in the field of labour.

Rs. 27 millions was allocated for the decent work program for the year 2013, while out of that, Rs. 8.39 millions have been spent by 30th September, 2013. The progress is 31%.

**National Policy of Sri Lanka for HIV/AIDS prevention for World of Work.**

This policy was formulated after consulting relevant stake holders with a view to build a national tripartite response in respect of HIV/AIDS on world of Work in Sri Lanka. This policy will be a provable support to enhance research and advice capability, the national policy towards ensuring more accordance among Ministry of Labour and Labour Relations, social partners and Ministry of Health. It is a compulsory factor having a National Policy for the betterment of labour force in Sri Lanka. Sri Lankans should be aware in respect of pandemic which can be spread over due to the transmission of HIV in the Asian countries is being inclined. This policy was formulated after consulting by national stake holders for fulfilling relevant objectives to National Policy on HIV/AIDS in the World of Work.

**Institutions pertaining to scope of Ministry of Labour and Labour relations.**

- Department of Labour.
- National Institute of Labour Studies.
- Shrama Wasana Fund Board
- Office of the Commissioner of Workmen’s Compensations
- National Institute of Occupational Safety and Health

**Special activities of Ministry during relevant period of time**

- Official web launch of the Project for Disabled workers employment unit (30th July, 2013)
Safety walk to mark the International Safety and Hygiene Day at Biyabama (2013-04-28)

Grativity for SLTB Pensioners (2013-04-11)

Labour and Foreign Relations Division

Performances from 01\textsuperscript{st} October, 2012 to 30\textsuperscript{th} September, 2013.

This division fulfills efficient and productive role under following heads.

1. Liaise with foreign organizations including International Labour Organization.
2. Taking steps to amend existing labour laws opportune.
3. Formulation of new laws and making institutional changes.
4. Carry out administrative activities to make participation officers of Ministry and Institutions under it for providing foreign training programs.

01) Liaise with foreign organizations including International Labour Organization.

1. Formulation of reports which should be sent to International Labour Organization annually under No.22 and No.25 of ILO constitution. (Accordingly, reports on 08 conventions were formulated in this year)
2. Formulation of General survey on Minimum Wage Fixing Convention C131 and Minimum Wage Fixing Convention and recommendation C135 and submit it to ILO.
3. One Freedom of Association Case was answered to ILO under the convention of Freedom of Association. (Complaint made by Government Nursing Officers Association on Restriction of Right to strike and violation of principles of ILO Convention No 98-Sri Lanka)
   Actions have been taken to inform the following details to the parliament regarding decisions made by session 102 of International Labour Federation.
   Recommendations –
   \begin{itemize}
   \item \textit{a. R202 – Social Protection Floor}
   \end{itemize}
5. Presentation of data on labour market information of Sri Lanka which should be sent annually to International Labour Organization.

\textit{(ILO Year Book on Labour Statistics for 2013/2014)}

1.2) Fulfillment of accountability for ILO as a member country of ILO.

I. It is a vital role of this division under Ministry sending tripartite delegation to International Labour Conference which made decisions relevant to international Labour Standards and policies for betterment of welfare of world working population. This conference is conducted on June month in each year at Geneva. A tripartite delegation was participated to represent 102\textsuperscript{nd} session in this year also.

II. 317\textsuperscript{th} Governing Body session of ILO was conducted on March 2013 and represent for it and participation for 319\textsuperscript{th} Governing Body Session on October 2013 as well.

III. It was conducted the 3\textsuperscript{rd} Global Conference on Child Labour on 8-10 October, 2013 in Braziliya, Brazil.
(2) Amend existing labour laws opportune.

Taking steps to amend existing labour laws and formulate new laws.
2.1 Taking necessary steps for amending Employee Trust Fund Act.

Other Functions

The main function of this Division is to compile reports preparing to send Ministry of External Affairs. Accordingly, compilation of following reports was taken place during the period from January, 2013 to present.

- Reports regarding “International Covenant on economic social and cultural Rights -5th Periodic reports,(UN)” (2nd quarter 2013)
- Questionnaire by the “Working group on the issue of Discrimination against Women in Law.” (1st quarter 2013)
- Implementation of GA Resolution "Rights of Child". (1st quarter 2013)
- “Interactive debate on the rights of persons with disabilities”.(1st quarter 2013)
- Questionnaire from the “Working group on Human Rights and Transnational Corporation and other business enterprises”. (1st quarter 2013)

02. Providing of monthly reports to relevant Ministry the progress of all the programs pertaining to Ministry of Labour and Labour Relations according to Report on Road Map of Sri Lanka Human Rights.

03. Compilations of volume II of “Labour and Social Trend Report” liaise with International Labour Organization and publication it with the participation of tripartite stakeholders.

04. Establishment of sub committees for formulation of legal regulations according to to formalize activities of National Labour Advisory Councils.

05. This division has taken actions to participate officers of this Ministry and institutions under purview of it for the foreign scholarships. Accordingly, a number of 15 officers have been participated during period of October, 2012 to September, 2013.

06. It is a vital role of this Ministry to make officers participate for foreign scholarships, workshops and training programs.

07. Preparation of a computerized information database of relevant officers so that the selection of officers for foreign scholarships with transparency.

08. Computerization of information of officers who participated for foreign scholarships, Workshops and Training programs and maintenance of Database updating information in that regard.

Programs planned to be conducted from September to December, 2013.

- A workshop will be conducted from 23-25 November, 2013 for signatory of MoU regarding Labour field with the People's Republic of China.
  (Cooperation in the field of Labour, Chinese delegation visit to Sri Lanka)
- It is scheduled to conduct preliminary meetings for compilation of “Labour and Social Trend Report” Volume III.
  01. Strengthening action to end forced Labour
  02. Transitioning from the informal to the formal Economy.
The programs planned to be conducted in the year 2014.

- Formulation of reports which should be sent to International Labour Organization annually under No. 19, 22 and 35 of Constitution of International Labour Organization. Thus, formulation of reports in respect of 08 conventions for the year 2014.
- The answers shall be provided for following Survey Report on Conventions and Recommendations for the year 2013.
  1. Right of Association (Agriculture) Convention, 1921(No 11)
  2. Rural Workers, Organizations Convention, 1975(No 141)
  3. Rural Workers, Organizations Recommendation, 1975(No 149)
- Make tripartite representatives participate to annual International Labour Conference.
- Formulation of new labour Laws according to tripartite representations and meeting of National Labour Advisory Council monthly for making necessary social dialogue for formulation of relevant policies pertaining to labour field.
- Formulation of new labour laws and provision of necessary preliminary actions to perform institutional changes.
- Taking steps for increasing the participation of officers of institutions under the Ministry for foreign scholarships, workshops and Training programs.
- Uses of labour laws in Sri Lanka and taking actions to conduct researches on issues related to labour field. (it should be paid attention at issues on labour legislations, workers’ rights and safeguard of workers)

The photos of programs conducted from 01 January to 2013, to 30th September, 2013

Hon. Minister addressing 102nd session of International Labour Organization (July, 2013)
Planning, Research and Development Division:

Performance -2013

The main functions of this Division are the preparation of plans required to implement development programs of the ministry and institutions functioning under the Ministry towards clear targets, implementation progress review and taking follow-up actions. In addition, following functions have been fulfilled during this period of time by Division.

- Preparation of annual implementation plans according to the development targets of the ministry and institutions functioning under the Ministry and direct these plans to relevant parties.
  - Preparation of annual implementation plan under result based management development program and progress was evaluated and total progress by the end of third quarter of year 2013 is 59%

- Coordination with the Ministry of Finance and Department of national Planning and take steps to provide progress reports quarterly.

- Take all steps pertaining to the Sri Lanka Labour Gazzert, May Day Declarations and all other publications of the ministry.
  - Issuing of Sri Lanka Labour Gazzette Part 63- Volume 2,3,4, Part 64- Volume 1 and 2 quarterly.

- Implementation of the National policy on decent work and conduct progress review.
  - Rs 27 million were allocated for various institutions and Divisions under the decent work program and the progress as at 30 September 2013 is as follows:
<table>
<thead>
<tr>
<th>Name of Project</th>
<th>Allocations (Rs.millions)</th>
<th>Progress upto September, 30 (Rs.millions)</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Labour</td>
<td>11.734</td>
<td>5.88</td>
<td>50.11</td>
</tr>
<tr>
<td>National Institute of Labour Studies</td>
<td>2.323</td>
<td>0.142</td>
<td>6.11</td>
</tr>
<tr>
<td>Project Secretariat</td>
<td>6.322</td>
<td>1.89</td>
<td>30</td>
</tr>
<tr>
<td>Ministry of Labour and Labour Relations</td>
<td>4.121</td>
<td>0.48</td>
<td>11.64</td>
</tr>
<tr>
<td>National Institute of Occupational Safety and Health</td>
<td>1.2</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Labour and Foreign Relations Division</td>
<td>1.0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Office of Commissioner’s for Workmen’s Compensation</td>
<td>0.3</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>27</strong></td>
<td><strong>8.392</strong></td>
<td><strong>31.08</strong></td>
</tr>
</tbody>
</table>

Accordingly, total progress as at 30 September 2013 is 31%. Expected progress by the end of next quarter is 100%.

- Monitoring of Database system of the Ministry, implementation of Government information system and updating 1919 and web-site of the ministry.
- Submission of performance reports for the committee stage of the budget of the Parliament.
- Dayata Kirula National Development Exhibition and coordination and implementation of development programs concurrently

**Administration and Establishment Division**

Administration Division, Establishment Division and Media Unit are included to Administration and Establishment Division. The Administrative Division has been entrusted multitude responsibilities such as general administration, procurements, management, maintenance, training and coordination of institutions functioning under ministry and Ministry. The activities on human resource management of Ministry Office of Labour and Labour Relations are performed by Establishment Division. The Establishment Division is performed activities in respect of petitions and various requests sending by the people and Institutions such as Parliament questions, public petitions committee, Advisory Committees and Human Rights Commission.

The Media Unit of the Ministry fulfils the activities of bringing awareness to public and media organizations with respect to various programs and activities which are performed by Ministry and Institutions under purview of it. These activities are accomplished under the inspection of Additional Secretary and supervision of Senior Assistant Secretary (Admin), Assistant Secretary (Establishment) and Administrative Officer.
Progress in the year 2013.

❖ Procurements Activities.

Actions have been taken to fulfil all the procurement activities successfully in the relevant institutions through fulfilment of procurements activities efficiently and productively according to government procedures, in the Ministry and Institutions and Divisions under purview of it. Coordination activities of Cabinet Appointed Procurement Committee and Technical Evaluation Committee in respect of construction of Mehewara Piyasa Multi Storied Office complex for the Department of Labour have been entrusted to this division.

❖ Human Resource Development.

This Division organized the language courses liaise with Official Language Department for improving of Tamil Language Skills of the officers in the Ministry and Institutions under purview of it. This division provided for facilities, including financial assistance, to study post graduate programs and Diploma Programs for the Officers in the Ministry on their service needs.

Recruitment of 27 graduates under the recruitment of graduate trainees for the development projects of public institutions.

❖ Welfare Activities.

Through improving of welfare activities for employees, this division formalized the payment of Distress Loans with Account Division as per all the Distress Loans Applicants can obtain their disaster loan needs during minimum period of time without being in a waiting list for all the loan applicants who were waited in the list for a long period of time.

❖ Coordination and organization of ceremonies and other national occasions.

Administration and Establishment Divisions have given the contribution for organization of January 01st Ceremony, May Day Ceremony, National Occupational Safety and Health Day and World Child Day programs.

❖ Parliament Activities.

The Administration and Establishment performed the activities of preparation of answers the parliament questions and organizing parliament consultative committee meetings in the 2013. These divisions worked for supporting to population through forwarding various grievances to relevant divisions in which President Secretariat daily refers here.

❖ Institutional activities of Institutions under purview of Ministry.

The positions for newly established National Institute of Occupational Safety and Health and National Institute of Labour Studies have been got approved through Department of Management Service and necessary actions are being taken for the recruitment of staff after preparing Schemes of Recruitment for those positions.
Finance Division:

Progress:

Performance report of finance activities from January to September 2013:
Head :- 127.

<table>
<thead>
<tr>
<th>Program</th>
<th>Project</th>
<th>Type of expenditure</th>
<th>Allocation (Rs)</th>
<th>Expenditure (Rs.)</th>
<th>Balance (Rs.)</th>
<th>Percentage of expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Recurrent</td>
<td>31,810,000</td>
<td>21,681,358</td>
<td>10,128,642</td>
<td>68</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capital</td>
<td>12,650,000</td>
<td>11,336,898</td>
<td>1,313,102</td>
<td>90</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>44,460,000</td>
<td>33,018,256</td>
<td>11,441,744</td>
<td>74</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>Recurrent</td>
<td>48,625,000</td>
<td>30,602,116</td>
<td>18,022,884</td>
<td>63</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capital</td>
<td>34,400,000</td>
<td>7,857,046</td>
<td>26,542,955</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>83,025,000</td>
<td>38,459,162</td>
<td>44,565,839</td>
<td>46</td>
</tr>
<tr>
<td>2</td>
<td>3(2)</td>
<td>Recurrent</td>
<td>23,000,000</td>
<td>10,802,490</td>
<td>12,197,510</td>
<td>47</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capital</td>
<td>5,000,000</td>
<td>2,573,152</td>
<td>2,426,848</td>
<td>51</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>280,000,000</td>
<td>13,375,642</td>
<td>14,624,358</td>
<td>48</td>
</tr>
<tr>
<td>2</td>
<td>3(3)</td>
<td>Recurrent</td>
<td>4,000,000</td>
<td>1,790,155</td>
<td>2,209,845</td>
<td>45</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capital</td>
<td>6,000,000</td>
<td>1,598,085</td>
<td>4,401,915</td>
<td>27</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>10,000,000</td>
<td>3,388,240</td>
<td>6,611,760</td>
<td>34</td>
</tr>
<tr>
<td>2</td>
<td>4</td>
<td>Recurrent</td>
<td>41,595,000</td>
<td>32,783,680</td>
<td>8,811,320</td>
<td>79</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capital</td>
<td>1,140,000</td>
<td>290,851</td>
<td>849,149</td>
<td>26</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>42,735,000</td>
<td>33,074,531</td>
<td>9,660,469</td>
<td>77</td>
</tr>
<tr>
<td>2</td>
<td>5</td>
<td>Recurrent</td>
<td>20,525,000</td>
<td>12,109,738</td>
<td>8,415,262</td>
<td>59</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Capital</td>
<td>845,000</td>
<td>267,034</td>
<td>577,966</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>21,370,000</td>
<td>12,376,772</td>
<td>8,993,228</td>
<td>58</td>
</tr>
</tbody>
</table>

This Division has submitted annual accounts of Appropriation Accounts, advance “B” Account of public officers, Imprest Accounts, General Deposit Account.

<table>
<thead>
<tr>
<th></th>
<th>Allocation (Rs.Mn)</th>
<th>Expenditure as at 30th September 2013 (Rs.Mn)</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital expenditures</td>
<td>60</td>
<td>23.9</td>
<td>40</td>
</tr>
<tr>
<td>Recurrent expenditures</td>
<td>169.5</td>
<td>111.4</td>
<td>66</td>
</tr>
<tr>
<td>Total</td>
<td>229.5</td>
<td>135.3</td>
<td>59</td>
</tr>
</tbody>
</table>

Accordingly, entire progress as at end of third quarter is 59%.
Project Secretariat

This Division was initiated as Gender Bureau in the year 2008 according to recommendation of Gender Equality Audit conducted on year 2004 and it was broadening further as Project Secretariat from January 2012. This office is implemented under direct supervision of Additional Secretary to Ministry of Labour and Labour Relations.

Following 03 main projects implemented through Project Secretariat during year 2012.

- Project on Gender Equality in the world of work.
- Project against H.I.V./AIDS in the world of work.
- Project of employing Persons with Disabilities.

Gender Bureau for World of Work

Decent Work and Gender Equality Project implemented Activities: 2013 with close collaboration with International Labour Organization (January to September)

The Workshop for Training of Trainers on gender Equality and Labour Relations in the Decent Work Agenda.

<table>
<thead>
<tr>
<th>No</th>
<th>Workshop/Training</th>
<th>Commenced</th>
<th>Venue</th>
<th>Cost (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>TOT for 35 Labour Officers</td>
<td>22nd March 2013 and 23rd</td>
<td>Hector Kobukaduwa Agrarian Research and Training Institute</td>
<td>ILO Sponsorship</td>
</tr>
<tr>
<td>02</td>
<td>TOT for 35 Labour Officers</td>
<td>2nd May 2013 and 3rd</td>
<td>Thilanka Hotel Kandy</td>
<td>ILO Sponsorship</td>
</tr>
<tr>
<td>03</td>
<td>TOT for 35 Labour Officers</td>
<td>6th May 2013 and 7th</td>
<td>Sri Lanka Foundation Colombo</td>
<td>ILO Sponsorship</td>
</tr>
<tr>
<td>04</td>
<td>TOT for 35 Labour Officers and Certificates Awarding Ceremony</td>
<td>29th July 2013 and 30th</td>
<td>The Sovereign Hotel - Colombo</td>
<td>ILO Sponsorship</td>
</tr>
</tbody>
</table>
2013 Project – Decent Work and Gender Equality for Higher Labour Productivity in the World of Work

01. Workshop /Training:

<table>
<thead>
<tr>
<th>No</th>
<th>Workshop/Training</th>
<th>Commenced</th>
<th>Venue</th>
<th>No.of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Decent work and Gender Equality for Higher Labour Productivity</td>
<td>05.28.2013</td>
<td>BOI Auditorium Katunayaka</td>
<td>40 Male 65 Female</td>
</tr>
<tr>
<td>02</td>
<td>Decent Work and Gender Equality for Higher Labour Productivity</td>
<td>21.06. 2013</td>
<td>Human Resources Development Center Trincomalee</td>
<td>32 Male 57 Female</td>
</tr>
<tr>
<td>03</td>
<td>Decent Work and Gender Equality for Higher Labour Productivity</td>
<td>22.06. 2013</td>
<td>Human Resources Development Center Trincomalee</td>
<td>27 Male 33 Female</td>
</tr>
<tr>
<td>04</td>
<td>Decent Work and Gender Equality for Higher Labour Productivity</td>
<td>08.06.2013</td>
<td>BOI Auditorium Katunayaka</td>
<td>29 Male 31 Female</td>
</tr>
<tr>
<td>05</td>
<td>Decent Work and Gender Equality for Higher Labour Productivity</td>
<td>08.08.2013</td>
<td>BOI Auditorium Katunayaka</td>
<td>22 Male 54 Female</td>
</tr>
<tr>
<td>06</td>
<td>Decent Work and Gender Equality for Higher Labour Productivity</td>
<td>15.08.2013</td>
<td>BOI Auditorium Katunayaka</td>
<td>31 Male 60 Female</td>
</tr>
<tr>
<td>07</td>
<td>Decent Work and Gender Equality for Higher Labour Productivity</td>
<td>26.09.2013</td>
<td>Labour Secretariat Colombo</td>
<td>21 Male 15 Female</td>
</tr>
</tbody>
</table>

02: Enhance Sensitization on Decent Work and Labour Relations

Art Competition on Decent Work - 2013

The mission of the Decent Work project for World of Work of the Ministry of Labour and Labour Relations is to ensure equal participation of men and women in the labour force contributing to the development process. The project in collaboration with the “Decent Work Programme” has organized a poster competition on Gender Equality with a view to improving knowledge of the working population in Sri Lanka.
### 03: Implant Workshops on Decent Work, Gender and Labour Relations

<table>
<thead>
<tr>
<th>No</th>
<th>Workshop/Training</th>
<th>Commenced</th>
<th>Venue</th>
<th>No.of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Male</td>
<td>Female</td>
</tr>
<tr>
<td>01</td>
<td>Decent Work and Gender and Labour Relations at Work Place</td>
<td>28.07.2013</td>
<td>Plonnaruwa</td>
<td>-</td>
</tr>
<tr>
<td>02</td>
<td>Decent Work and Gender and Labour Relations at Work Place</td>
<td>10.08.2013</td>
<td>Madirigiriya Textile Clothing</td>
<td>02</td>
</tr>
<tr>
<td>03</td>
<td>Decent Work and Gender and Labour Relations at Work Place</td>
<td>01.08.2013</td>
<td>Klawana Sisilian Tea Factory</td>
<td>07</td>
</tr>
<tr>
<td>04</td>
<td>Decent Work and Gender and Labour Relations at Work Place</td>
<td>30.08.2013</td>
<td>Kuruvita Pradise Hiramani Company</td>
<td>09</td>
</tr>
<tr>
<td>05</td>
<td>Decent Work and Gender and Labour Relations at Work Place</td>
<td>05.09.2013</td>
<td>Nivithigala Brandix Casual Compnay</td>
<td>-</td>
</tr>
<tr>
<td>06</td>
<td>Decent Work and Gender and Labour Relations at Work Place</td>
<td>07.09.2013</td>
<td>Galle</td>
<td>16</td>
</tr>
<tr>
<td>07</td>
<td>Decent Work and Gender and Labour Relations at Work Place</td>
<td>13.09.2013</td>
<td>Gellioya</td>
<td>-</td>
</tr>
</tbody>
</table>
Department of Labour

The beginning of Department of Labour goes back to year 1923. Department of Labour was begun according to Indian Immigrant Ordinance No. 01 of 1923. The Legislature of Sri Lanka has taken actions to approve approximately 50 Bills during last 90 years for the protection and welfare of working population in Sri Lanka and the main function of Department of Labour is to implement these approved Acts. It is activated 13 Divisions in the Department, 11 Zonal Labour Offices, 57 Districts and Sub Labour Offices and 10 District Industrial Inspection Engineering Offices for this purpose.

The Role of Department of Labour.

- Settlement of industrial disputes through mediation of industrial disputes and enforcement of labour laws for maintaining industrial peace in the country.
- Promotion of social dialogue and make employee community aware in respect of labour laws for ensuring industrial peace in the country.
- Implementation of labour standards related to industries, conduct of surveys on new industrial fields and preparing of standards comply with international standards for that matter.
- Promotion of Employee Provident Fund, providing of its benefits for members and supervision of Approved Private Provident Funds.
- When employment of women, children and young people, enforcement of law pertaining to their protection.
- Introduction of strategies which should be implemented pertaining to Occupational safety and health protection of industrial fields and make them aware in that regard and supervision of their implementation.
Administrative Structure of the Department of Labour

Department of Labour

Administration Division
- Administration Unit

Finance Division
- Establishment Unit

Internal Audit Division
- Building maintenance Division

Law Enforcement Division
- Library

Industrial Relations Division
- Industrial Relations Unit

Labour Standard Division
- Termination of Employment Unit

Special Investigation Division
- Trade Union Unit

Women & Children’s Affairs Division
- Social Dialogue and Workplace Cooperation Unit

Employee Provident Fund Division
- Industrial Courts

Planning, Research, Training and Publication Division

Industrial Safety Division

Occupational Hygiene Division
- District Factory Inspection Engineering Offices - 10

Statistic Division
- District Labour Offices - 39

Zonal Labour Offices - 11
- Sub Labour Offices - 18
Industrial Relations Division.

Industrial Relations Division implements following Acts.

- Industrial Disputes Act No. 43 of 1950.
- Trade Unions Ordinance No. 14 of 1935.
- Gratuity Act No. 12 of 1983

This division has been divided into number of main units to implement these Acts appropriately.

- Industrial Relations Division.
- Termination of Employment Division.
- Trade Union Unit.
- Social Dialogue and Workplace Co-operation Unit.

The Industrial Relations Division of Department of Labor performs the industrial disputes settlement process. The relevant process has been decentralized island wide through 11 zonal labour offices, 39 district labour offices and 18 sub labour offices for this matter. Basically, district labour offices and sub labour offices settle the industrial disputes and non-settled industrial disputes are referred to Industrial Relations Division with necessary recommendation therein. The Commissioner General of Labour decides necessary actions by thorough study of relevant disputes and the disputes of which the Commissioner General of Labour is incapable to provide decision are referred to Arbitration. The Officers including Assistant Labour Commissioners, Deputy Labor Commissioners, Senior Labour Officers and Labour Officers act for this process under the advices of Labour Commissioner of Industrial Relations Division.

The progress of main activities of this division from 31st September, 2013.

- Settlement of industrial disputes 1698
- Referring to arbitration 38
- Registration of collective agreements 24

The progress of Termination of Employment Division

<table>
<thead>
<tr>
<th></th>
<th>The balance as at 01/10/2012</th>
<th>No. received from 01/10/2012 to 30/09/2013</th>
<th>The progress from 01/10/2012 to 30/09/2013</th>
<th>The balance as at 30/09/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applications</td>
<td>17</td>
<td>43</td>
<td>44</td>
<td>16</td>
</tr>
<tr>
<td>Complaints</td>
<td>104</td>
<td>116</td>
<td>129</td>
<td>91</td>
</tr>
</tbody>
</table>
Performance 2013

From 01/10/2012 to 30/09/2013.

- Amount of compensations accounted: Rs.132,104,334/-
- Amount of compensations made payment: Rs.145,504,769.21
- Amount of compensations recovered by cases: Rs.55,742,578.69

Industrial Courts.

The solutions have been issued for 40 cases during relevant period of time and, it is proceeding 159 cases at present.

Trade Union Unit (From 01\textsuperscript{st} October, 2012 to 30\textsuperscript{th} September, 2013)

- New registrations of Trade Unions: 115
- Invalidation of ensured inactive companies: 35

Social Dialogue Division.

The progress

<table>
<thead>
<tr>
<th></th>
<th>Last quarter in the year 2012</th>
<th>First 03 quarter in the year 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>The social Dialogue promotion programs</td>
<td>53</td>
<td>210</td>
</tr>
<tr>
<td>Conduct of District and zonal advisory committee meetings</td>
<td>11</td>
<td>55</td>
</tr>
<tr>
<td>TOT programs</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>Publication of “Social Dialogue” Magazine (no. of volumes)</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Conduct of Islandwide competition on Social Dialogue</td>
<td>1</td>
<td>-</td>
</tr>
</tbody>
</table>

By the last quarter of year 2013, it has been scheduled to conduct 04 special social dialogue promotion workshops concurrently Dayeta Kirula National Exhibition at Kurunegala district. It is proposed to conduct the final ceremony of island wide competition on Social Dialogue for the year 2013. Arrangements have been made to conduct this competition by broadening by the year 2014 as well.
Labour Standard Division

Preparation of Labour standards on service conditions and terms affects to safeguard of employments and welfare of employees of private sector by Labour Standard Division of Department of Labor, taking actions to provide them a legal standard and supervise under following Acts.

- Wage Board Ordinance No.27 of 1947.
- Shop and Office Employees (Regulation of Employment and Wages) Act No. 14 of 1954.
- Employee’s Budget Relief Act No.36 of 2005.

The major functions of Labour Standard Division are the appointment of new representatives in lieu of whom expired the office terms of Wages Boards, adjustment of Wages Boards minimum salaries (it is being implemented 44 Wages Boards at present), expansion of Wages Boards coverage area so that the coverage of Wages Boards are available to private sector employees, taking actions to establish new Wages Boards for new Trades which engage in employment more employees after identification of such Trades, information analyses and progress review of temporary/monthly tests conduct by District Labour Offices/Sub Labour Offices, provision of those information to relevant parties and conduct of awareness programs in respect of develop the labour standards. In addition, the legal validity of collective agreements is scrutinized.

The major activities performed by this division from 01st October, 2012 to 30th September, 2013.

01. i. Conduct of preliminary discussion forums calling 40 Wages Boards Meetings.  
   ii. Publication of 39 notices to call objections.  
   iii. Calling of 49 Wages Boards Meetings to make final decision in respect of objections.  
   iv. Publication of determination notices pertaining to increasing salaries of 39 Wages Boards.

02. Appointment of representatives who expired the office terms for 20 Wages Boards and appointment of new members for 16 Wages Boards in lieu of dead/resigned members.

03. Publication of 26 wages notices by Coca, Cardamom and pepper Growing and Manufacturing Trade.

04. The activities pertaining to establishment of 02 new Wages Boards (It has been finalized calling objections for the minimum wages proposal after establishment of Wages Boards on Husbandry, Vegetable and Fruit Growing and Export Trade. The services categories with respect to International Schools and Private Education Institutions are identified.)

05. The preliminary information in respect of the service category related to Printing and Metal Quarry Trade has been collected for broadening the Wages Board coverage.

06. It was conducted 02 programs and discussions to update Wages Board service category on Harbor and Marine Ports.

07. The discussions were conducted to broaden the service category and coverage of Rubber Growing and Manufacturing Trade. The objection calling notices also have been published to modify the order.

08. The statistics have been prepared appropriately calling the information pertaining to follow up monthly and labor inspections of labour officers by all the labour offices.

09. Actions have been taken to conduct 06 employer-employee awareness programs concurrently Dayeta Kirula program.
The programs plan to be conducted from October, 2013 to December.


2. Increasing the salaries of Coconut Growing Trade.

3. Broadening the coverage of Rubber Growing and Manufacturing Trade and amend the services conditions and terms.

4. The activities pertaining to revision of salaries of employees who are non-covered by collective agreements of Tea and Rubber Trade.

Special programs and projects to be planned for the year 2014.

1. Increasing of minimum wages of Wages Boards.

2. Establishment of Wages Board on Private Education Institutions.

3. Amendment of service conditions of Retail and Wholesale Trade.

4. Amendment of service conditions of Sanitary Trade.

5. Broadening the coverage of Textile Manufacturing Trade.

6. Adjustment of service categories and service condition broadening Wages Boards coverage on Harbor and Marine Ports.

7. Broadening the coverage of Tea Growing and Manufacturing Trade and amendment of service conditions.

Special Investigation Division

The major role of Special Investigation Division is to take necessary steps subsequent inquiry of special complaints referred by HE the President, Hon. Minister of Labour and Labour Relations, Secretary to Ministry, and Commissioner General of Labour. In addition, working as a mediator in case of interrupt the peace such as strikes, door locking arise all the areas of country, conduct of multiple inquiries subject to approval of Commissioner General of Labour, conduct of inquiries in respect of complaints referred to Commissioner General of Labour by unsatisfied parties with complaints inquiries or examinations conduct by District and sub Labour Offices and follow up them.

The progress pertaining to inquiries conducted from 01st October 2012 to 30th September 2013.

- No. of complaints inquiries conducted -150
- Value of arrears EPF contribution accounted – Rs.29,540,020.45
- Arrears statutory charges accounted – Rs.5,708,233.30
The functions pertaining to provision of information

This division coordinates referring of information to Parliament, Parliament Advisory Committee, Parliament Public Petition Committee, Parliament Commissioner Office on Administration and Sri Lanka Human Right Commission.

Provision of information on new establishments for Employee Provident Fund.

Under this, the new companies which are registered in the Department of Company Registrar are referred to District and Sub Labour Offices securing registration certificates for registration of Employee Provident Fund during relevant period of time.

The duties pertaining to Public Information Centre and Web site of Department of Labour.

Under this, this division performed following functions during relevant period of time.

i. Coordinates with ITC institute when the Web site of Department of Labour is updated and maintained.
ii. Coordinates with various division of Department of Labour when the information is provided for Public Information Centre (1919).
iii. Coordination of activities of Sri Lanka Institute of Information Technology and Communication and Department of Labour at the activities related to Sri Lanka Public Network.

Women & Children’s Affaires Division.

Women employment accomplishes specific contribution in the production process of Sri Lanka and this division implements number of special Acts with the purpose of facilitate and privileges in respect of occupational safety, security, health, welfare.

Likewise, Women & Children’s Affaires Division of Department of Labour conducts research joined with District Labour Offices acts to eliminate child labor, working against child labor, determination of minimum age of child for working, analyses of hazardous forms of child labor, examination of complaints received with the purpose of eradicating child labor as the solutions to the issue of employing child laborers in domestic works and other risky jobs and produce those employers before court, for the universal responsibility of protecting child rights for physically and mentally prosperous them as the children are the lifeblood of nation.

This division enacts following Acts.

2. Maternity benefits Ordinance No.32 of 1939
3. Shop and Office Employees (the parts pertaining to Women and Young persons) Act No. 45 of 1954.
4. Factories Ordinance Act No. 45 of 1942 (the parts pertaining to Women and Young persons).
The programs conducted during last quarter in the year 2012.

Actions were taken to conduct International Child Day Ceremony on 01st October 2012 at Bandaragama, Kidelpitiya, Jagaddala welfare institute. In additions, actions have been taken to conduct 03 awareness programs and 03 consultative programs for the women employees. It has been conducted 70 night tests. A legal manual against hazardous form of child labor has been prepared and, it was conducted 02 TOT programs. As well as, it was propagated for aware the public through media on hazardous forms of child labour.

The progress from 01 January to 30th September 2013

<table>
<thead>
<tr>
<th>Program /project</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Awareness program for women in plantation sector</td>
<td>18</td>
</tr>
<tr>
<td>2. Consultative programs</td>
<td>15</td>
</tr>
<tr>
<td>3. in-service programs</td>
<td>50</td>
</tr>
<tr>
<td>4. Night shift service tests</td>
<td>72</td>
</tr>
<tr>
<td>5. Awareness program for the children of various field</td>
<td>05</td>
</tr>
<tr>
<td>6. TOT programs</td>
<td>04</td>
</tr>
<tr>
<td>7. The program on elimination of hazardous child labour in risky zones</td>
<td>20</td>
</tr>
<tr>
<td>8. National steering committee meetings of elimination of child labour</td>
<td>02</td>
</tr>
<tr>
<td>9. Special inquiries on hazardous child labour</td>
<td>06</td>
</tr>
</tbody>
</table>

Similarly, actions were taken to conduct International Women Day celebration on 08th March 2013 at Piliyandala.

The programs planned to be conducted from 01st October 2013 to 31st December 2013.

- Conduct of International Child Day celebration Ceremony on 01st October 2013 at urban council playground, Kuruvita, Rathnapura.
- Conduct of planned programs of plantation field and consultative programs, in-service programs.

Special programs planned to be conducted for the year 2014.

1. Bringing awareness for the school system on hazardous form of child labor.
   - Aware of all the school principals of Sri Lanka on hazardous forms of child labor through Circulars with all three languages.
   - Printing of colored hand bill with all three languages to raise awareness against hazardous forms of child labor among school children in all the schools of Sri Lanka.

2. Conduct of 44 programs including self-employments for young persons less than 18 years old of low income or Samurdhi beneficiaries’ families and another occupational guidance liaise with NITA.
Global road map to eliminate worst forms of child labor in the year 2016

- Conduct of 200 inspections on employing the children, who lost their parents, for various employments in the war affected North East provinces.
- Conduct of 144 follow up inspections whether children are employed in hazardous jobs in the regions where tea transportation is taken place after identification of such places by the Labour Officers in Labour Offices located in the Small and Medium Estates.
- Inspection whether hazardous forms of child labor are employed in risky jobs such as fishing in the deep water and dive in deep water in the fishing sector.
- Printing of stickers included the slogan “I affectionate every child as if my children. I do not employ the children under the age 18 years old in the risky jobs.”

Law Enforcement Division

The major objective of Law enforcement Division is taking judicial actions against persons who violate labour Acts and improving employers and employees cooperation through safeguarding employees rights, for ensuring implementation of provisions of Labour Acts the Department of Labour shall enact.

The process of Law Enforcement Division consists of taking judicial actions against the persons who violate Labour Laws, advises for legal issues of officers who implement the law, and improving their knowledge, proceeding in the magistrate courts, and taking necessary steps for high court cases against Department with Department of Attorney General.

No. of prosecutions and amount of moneys awaits to recover from 01 October, 2012 to 30th September, 2013.

<table>
<thead>
<tr>
<th>Act</th>
<th>No. of filed cases</th>
<th>Relevant Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Gratuity Act</td>
<td>2549</td>
<td>366,008,169.00</td>
</tr>
<tr>
<td>2. Industrial Disputes Act</td>
<td>113</td>
<td>1,221,733.00</td>
</tr>
<tr>
<td>3. Termination of Employment Act</td>
<td>59</td>
<td>104,619,801.00</td>
</tr>
<tr>
<td>4. Wages Board Ordinance</td>
<td>180</td>
<td>10,925,727.00</td>
</tr>
<tr>
<td>5. Shop and Office Act</td>
<td>98</td>
<td>38,237,109.00</td>
</tr>
<tr>
<td>6. Labour Tribunal Orders</td>
<td>144</td>
<td>38,711,384.00</td>
</tr>
<tr>
<td>7. Women, Children and Young People Act</td>
<td>08</td>
<td>-</td>
</tr>
<tr>
<td>8. Employees Provident Fund Act *</td>
<td>2755</td>
<td>1,598,530,653.00</td>
</tr>
<tr>
<td>9. Maternity Ordinance</td>
<td>05</td>
<td>51,300.00</td>
</tr>
<tr>
<td>10. Budget Relief Act</td>
<td>42</td>
<td>980,046.00</td>
</tr>
<tr>
<td>11. Approved Provident Fund</td>
<td>04</td>
<td>-</td>
</tr>
</tbody>
</table>

*These statistics may be altered due to No. of EPF prosecutions and moneys are prepared under present reports.
Employee Provident Fund.

Employee Provident Fund Act No.15 of 158 was established as an important social protection scheme with the purpose of helping-hand for success retiring life of private and semi-government employees who are not entitled to pensions in Sri Lanka with the effect from 01st June 1958. No. of employers contributed by 2012 was 68,771 and no. of actively employees was raised up to 2.2 millions, though no. of employers contributed for this fund was 6,400 and no. of employees was 850,000 by the year 1959. Similarly, the total sum of contribution of EPF amounts to Rs.12.02 millions by the year 1959. By 2012, the collection of contribution amounts to Rs.70, 157 millions. Total value of fund by the end of year 2012 amounts to Rs. 1,144,931.

Payment of benefits of EPF.

This fund made payment amount to Rs.48,015 millions for 115,654 membership benefits claim applications as the benefits for relevant member or legal beneficiary during the year 2012.

Granting of housing loans through E. P. F.

It has been introduced a housing loan scheme subject to a maximum of 75% of the outstanding balance of the E. P. F., keeping it as a security against the loan for the members of EPF. The purpose of this scheme is to granting housing loans for housing loans purposes of E.P.F. memberships. Under this scheme, arrangements have been made to pay up to a maximum of 75% of the outstanding balance of the E. P. F., keeping it as a security against the loan for the reasons of construction of a house, purchase a house, repairing a house, purchase a land and related redeeming a pawned property.

Contributions to the E. P. F.

Employees Provident Fund is a compulsory retirement benefit scheme with contributions both from employer as well as employee. Presently, the minimum contributions are 8% from the employ and 12 % from the employee, thus making the total contribution to the Fund as 20%.

Collection of contribution.

The monthly contributions of all the employees, who are covered by Act, shall be deposited in Central Bank of Sri Lanka on last day of executive month or before. The contribution of employee is accounted out of total earnings of employee. The total earning consists of allowances, and an allowance equivalence to co-allowance, food allowance, commissions. A rapid increasing of amount of contribution has been reported during last decade. Following factors have been caused to increase amount of contribution.

1) Increasing of employment opportunities under free trade zones and BOI procedure.
2) Continuation of law implementation activities with decentralized and efficient manner.
3) Implementation of law against the employers who are non-contribute a long period of time through special raiding units.
4) Employing sufficient cadre of Labour Officers to recover EPF contribution on district level.
5) Attract the employees for fund through launching employees’ awareness programs on district level.
Following chart shows gradual improvement of contribution for a period of years due to amendment to Act and Administrative re-organization during last decade.

<table>
<thead>
<tr>
<th>year</th>
<th>Contribution (Rs. Million)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2003</td>
<td>20,348</td>
</tr>
<tr>
<td>2004</td>
<td>23,872</td>
</tr>
<tr>
<td>2005</td>
<td>24,324</td>
</tr>
<tr>
<td>2006</td>
<td>31,720</td>
</tr>
<tr>
<td>2007</td>
<td>40,574</td>
</tr>
<tr>
<td>2008</td>
<td>45,951</td>
</tr>
<tr>
<td>2009</td>
<td>48,712</td>
</tr>
<tr>
<td>2010</td>
<td>54,796</td>
</tr>
<tr>
<td>2011</td>
<td>61,879</td>
</tr>
<tr>
<td>2012</td>
<td>70,157</td>
</tr>
</tbody>
</table>

Investment of moneys and interests.

Total amount of moneys invested during the year 2012 amounts to Rs.1,105,544 millions. It has been invested for securities, Treasury Bills, Treasury Bonds, company debit cards, and Share Market as well. Actions have been taken to pay 10% (estimated) of interest rate for membership accounts.
Industrial Safety Division

This division enforces Factories Ordinance Act No. 45 of 1942 (post amendment) for ensuring occupational safety, health and welfare of employee population. Its main role is working for safety, health and welfare of working employees. The activities of Industrial Safety Division have been decentralized and the branch offices have been established in the Jaffna, Anuradhapura, Kandy, Gampaha, Colombo, Rathnapura, Galle, Kurunegala and Badulla cities.

The main functions of this division as per following.

- Providing of advices to regulate necessary provisions for prevention of industrial accidents and diseases after inspection of Machines of the factories, working environment, working methodologies.
- Conduct of awareness programs for employer-employee parties and Technical Education Institutions.
- Assistance for Coroners at the inquest to find out reason when death accidents are taken place and providing of advices for employers to prevent such accidents.
- Providing of advices on safety working manners through analyze of reporting accidents after observing patterns of accidents.
- Providing of necessary advices after measuring of workplace environment factors such as sound, lighting and ventilation for maintaining beneficial environment condition for the employees who are working in the factories.

Planned programs and progress

<table>
<thead>
<tr>
<th>Task</th>
<th>From 01/10/2012 to 30/09/2013</th>
<th>The programs planned to be conducted from 01/10/2013 to 31/12/2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investigation of factory accidents inquiry complaints</td>
<td>6282</td>
<td>1500</td>
</tr>
<tr>
<td>Awareness programs for employees</td>
<td>244</td>
<td>60</td>
</tr>
<tr>
<td>Inspection of high-dangerous machines</td>
<td>8523</td>
<td>1500</td>
</tr>
<tr>
<td>New registrations of factories</td>
<td>1612</td>
<td>375</td>
</tr>
<tr>
<td>Awareness programs</td>
<td>9</td>
<td>6</td>
</tr>
<tr>
<td>Creation of regulations under Factory Ordinance</td>
<td>-</td>
<td>5 Regulations</td>
</tr>
</tbody>
</table>

Special projects planned for year 2012.

- Improvement of data collecting project.
- Conduct of Local seminars for promotion of occupational safety.
Occupational Hygiene Division.

The main duties of this division are promotion and maintenance of mental, physical and social hygiene of working people in the factories. This division provides necessary Technical Corporation to Industrial Safety Division to enforce Factory Ordinance. This division frequently provides advices pertaining to scientific measurement of physical, chemical, biological and labour factors of working environment in the factories.

It contributes to maintain health and safety of working people and to avoid dangerous conditions which can be raised in the working environments. Conduct of educational and training programs to make aware in respect of occupational health and safety for both employers and employee parties are fulfilled by this division. At here, advice on proper personal protection equipments for health safety of employees and conduct of medical examinations to determine temporary and permanent disabilities due to employees’ injuries.

The progress from 01 October, 2012 to 30th September 2013.

- Environment measurements 144
- Biological measurements/Medical tests 434
- Audit on occupational safety and health 91
- Awareness programs 127
- Direction of E.P.F. and E.T.F. Medical Boards 25

Special programs planned to be conducted for the year 2014.

- Implementation of awareness programs on occupational safety and health for the managers of Katunayake, Biyagama, Wathupitiwale, and Pallekelle Free Trade Zones with collaboration of BOI.
- 05 one day training programs one per each zone.
- Implementation of 05 training programs on Ergonomica for Employees.
- Conduct of environment measurements in 10 medium and large scale factories in the Kurunegale District and implementation of strategic plans to develop physical environment of factories according to results of measurements.
- Conduct of lung clinics for the employees of Norochcholai coal plant.
- Implementation of training programs of selected 05 factories using dangerous and poisonous chemicals for controlling accidents of chemical substance using factories.

Planning, Research, Training and Publication Division.

The mission of Planning, Research, Training and Publication Division is formation of a list of an efficient and skilful set of officers, who are assisting the enhancement of the national productivity through establishing the industrial peace and assistance for formulation of policies, conduct of researches.
The training activities of officers in the Department.
The progress from 01st October 2012 to 30th September 2013.

<table>
<thead>
<tr>
<th>Program</th>
<th>01/10/2012 to 31/12/2012</th>
<th>01/01/2013 to 30/09/30</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training of Staff Officers</td>
<td>4</td>
<td>8</td>
</tr>
<tr>
<td>Training of Management Assistants</td>
<td>2</td>
<td>16</td>
</tr>
<tr>
<td>Computer Trainings</td>
<td>13</td>
<td>-</td>
</tr>
<tr>
<td>Other Trainings</td>
<td>-</td>
<td>9</td>
</tr>
<tr>
<td>Post graduate and Diploma Courses</td>
<td>3</td>
<td>35</td>
</tr>
<tr>
<td>External Trainings</td>
<td>10</td>
<td>13</td>
</tr>
</tbody>
</table>

Progress review activities.
- No. of progress review meetings conducted during last three quarters in the year 2013 - 4.

Planning activities.
This division prepares action plans and supervises the progress of activities monthly and quarterly so that provide formal guidance to activities to achieve vision of Department.

The activities perform joined with International Labour Organization.
The activities performed during period of time considered for development of field of Labour joined with Sri Lanka Representative Office of ILO.

- Actions will be taken to prepare computer network method for supervision of Labour inquiry process of Department.
- Actions were taken to prepare a Labour inquiry guidance and arrangements have been made to train the officers on new methodologies.
- Relevant actions are being taken to formulate Labour Inquiry Policy conducting workshops.
- Training of officers on arbitration and labour inquiry methodology was carried out.

Statistics Division
The main duties of Statistic Division are collection of data pertaining to organized section, analyzing and publication in the field of Labour in Sri Lanka. Collection of data in respect of amount of hours would be conducted through two main postal surveys annually.

The surveys conducted by Division.
- Annual jobs and employments survey
- Surveying on normal earnings and working hours.
The publications of Division.
- Annual jobs and employments survey report.
- Labour Statistics annual publication.
- Report on normal earnings and working hours.

Major activities of division unto third quarter -2013.
- Preparation of report on normal earnings and working hours for March, 2013 and making arrangement to prepare the report for September.
- Preparation of Minimum salary index of Wages Boards and submit it to Central Bank, Sri Lanka.
- Preparation of Labour Statistics -2012 (arrangements have been made for printing).
- Computerization and codification of data of annual jobs survey prepared newly for the year 2013.

The programs planned to be conducted from October to December, 2013.
- Printing of data of Jobs Survey-2013 after computerization and analyses them.
- Preparation of annual report after composing report on normal earnings and working hours for September, 2013.

Special programs planned to be conducted for the year 2014.
- Modification of Wages Boards as per presently implemented 42 Wages Boards and proposed Wages Boards, of which the survey on employees’ normal earnings and working hours, are covered.
- Creation of questionnaires for each Wages Boards newly and publication it with all three languages.
- Preparation of Minimum wages rate index according to new methodology.

Finance Division
Main task of the Finance Division of the Department of Labour is the spending of all financial allocations for recurrent and capital expenditure of the department, which have been allocated by the budget, in accordance with Financial Regulations, and accomplishment of goals of Department through spending opportunely by necessary allocations for each project as per necessities of relevant offices and divisions.

The summery of expenditures of Department by the end of first 03 quarters until 30 September, 2013

<table>
<thead>
<tr>
<th></th>
<th>Allocation</th>
<th>Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurrent (Rs. Thousands)</td>
<td>1,100,630</td>
<td>736,928</td>
</tr>
<tr>
<td>Capital (Rs. Thousands)</td>
<td>760,275</td>
<td>117,735</td>
</tr>
</tbody>
</table>

The finance Division of Ministry ; the payments of arrears gratuities of Sri Lanka Transport Board are being made joint with Industrial Relations Division and District Labour Offices. Accordingly, it has been made payment amount to Rs.257 millions by the year 2012. It has been made payment amount to Rs.118 million for employees and amount to Rs.1,755 millions as advances for District Labour Offices for payments of employees.
Internal Audit Division

Checking and submitting reports to the Commissioner General of Labour on work of internal administration, efficiency and productivity and financial activities are being done in accordance with Financial Regulations and treasury and departmental circulars and drafting answers for Audit Reviews, by collecting information from relevant divisions, referred by Auditor General to Commissioner General of Labour.

Internal Audit Division checks 44 offices and divisions during 01st October, 2012 to 30th September, 2013 and arrangements have been made to check 06 District Offices during last quarter in the year 2013.

Administration Division

The Administration Division is entrusted the responsibility of preparing entire role of Department, Development, and improvement of quality of physical and human resources.

This division implements 04 branches.

- Administration Branch
- Establishment Branch
- Construction and maintenance unit
- Library.

Human Resources.

A number of 2,219 officers were employed in various positions in Department of Labour by the end year 2012. The changes of cadre of employees of Department during last 03 years are as following.

<table>
<thead>
<tr>
<th></th>
<th>2010</th>
<th>2011</th>
<th>2012</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cadre since the beginning of year</td>
<td>2,185</td>
<td>2,184</td>
<td>2,271</td>
</tr>
<tr>
<td>New recruitment by Department</td>
<td>105</td>
<td>-</td>
<td>23</td>
</tr>
<tr>
<td>New appointments of Combined service for Department</td>
<td>25</td>
<td>159</td>
<td>30</td>
</tr>
<tr>
<td>Transfer (net)</td>
<td>2</td>
<td>15</td>
<td>(7)</td>
</tr>
<tr>
<td>Adds to staff of department under various reasons</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>Retiring</td>
<td>(69)</td>
<td>(67)</td>
<td>(52)</td>
</tr>
<tr>
<td>Removing from staff of department under various reasons</td>
<td>(64)</td>
<td>(20)</td>
<td>(47)</td>
</tr>
<tr>
<td>Total cadre by the end of year.</td>
<td></td>
<td></td>
<td>2,271</td>
</tr>
</tbody>
</table>

Actions have been taken to recruit 09 Departmental Assistant Labour Commissioners, 10 stenographers, and 07 Drivers during year 2012. Necessary actions are being taken to recruit Departmental 15 Assistant Labour Commissioners, 14 Legal Officers and 31 Office Assistants by the end of 2013. Arrangements have been made to recruit Labour Officers during the year 2014.
Physical Resources Development.
The constructions activities of main Contractor of proposed “Mehewara Piyasa” building consisting of 36 floors are scheduled to begin last quarter in this year. In addition, the details on regional office buildings completed the constructions during year 2012 are shown below.

<table>
<thead>
<tr>
<th>Office</th>
<th>Total expenditures (Rs. Millions)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kuliapitiya</td>
<td>12.8</td>
</tr>
<tr>
<td>Kaluthara</td>
<td>19.5</td>
</tr>
<tr>
<td>Anuradhapura</td>
<td>19.1</td>
</tr>
<tr>
<td>Kanthale</td>
<td>6.9</td>
</tr>
<tr>
<td>Ampara</td>
<td>18.8</td>
</tr>
<tr>
<td>Jaffna (stage I)</td>
<td>31.0</td>
</tr>
</tbody>
</table>

In addition, the expenditures of buildings being constructed from 30th September, 2013 are as following.

<table>
<thead>
<tr>
<th>Office / buildings</th>
<th>Total expenditures (Rs. Millions) (01.01.2013 - 30.09.2013)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jaffna (stage II)</td>
<td>18</td>
</tr>
<tr>
<td>Beliatta (Stage I)</td>
<td>13</td>
</tr>
</tbody>
</table>

In addition, it has been scheduled to begin construction activities of Avissawella, Negambo, Beliatta, Mulative, Kilinochchi, and Polonnaruwa office buildings of which procurement process is undergone and Sithawaka hostal buildings during last quarter in the year 2013.

Library and Labour Museum.
The Library of Department of Labour performs the activities of collecting of information related to subject areas as appropriated to necessities of other institutions related to labour field including Department of Labour and dissemination of knowledge to public in respect of labour field. The evolution of Labour field of Sri Lanka has been displayed very attractively in the Labour Museum which maintains by Department of Labour also. Furthermore, Labour Museum conserves all the documentations related labour field and old labour Acts.
Office of the Commissioner of Workmen’s Compensations

Workmen’s Compensation Ordinance No. 19 of 1934, as amended in 2005, was enacted to provide payment of compensations for employees, for accidents that take place at the work place.

Main Objectives

- Provide compensations for employees who faced injuries while being in the job.
- Provide compensations for Employees who suffer from diseases caused due to the nature of the employment.
- Provide compensations for dependents of the employees who face death while being on the job.

Main Functions

- Conduct of judicial inquiries in respect of demands of workmen compensations.
- Taking steps to enforce orders in case of evade payment of compensations
- Provide publicity through electronic and print media.
- Retaining and maintaining the trust of Compensations which entitle to dependents of employees who face death while being on the job until they reach the age of 18 years.
- Improvement of Office methodologies through implementation of productivity programs.
- Make public awareness in respect of Office of the Commissioner of Workmen’s Compensations and its activities through participation of national exhibitions.

Progress

These objectives were implemented through result oriented management programs as per covering social security thrust area.

<table>
<thead>
<tr>
<th>Function</th>
<th>2012-10-01 2013-09-30</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. No. of accidents reported by employers.</td>
<td>392</td>
</tr>
<tr>
<td>2. No. of Cases taken up for inquiries.</td>
<td>1970</td>
</tr>
<tr>
<td>3. No. of compensation applications to be finalized activities.</td>
<td>277</td>
</tr>
<tr>
<td>4. No. of registered agreements.</td>
<td>119</td>
</tr>
<tr>
<td>5. Amount recovered as compensations against fatal accidents.</td>
<td>6,688,420.10</td>
</tr>
<tr>
<td>6. Amounts paid to workers by employers for non fatal accidents either on court orders or on voluntary basis.</td>
<td>10,315,119.45</td>
</tr>
<tr>
<td>7. Amount of compensations which have been paid to employees in lieu of non fatal accidents according to registered agreements.</td>
<td>17,754,046.63</td>
</tr>
<tr>
<td>8. Amounts of monies in which deposited in the deposit accounts of minor dependants after recover in respect of fatal accidents.</td>
<td>15,560,000.00</td>
</tr>
<tr>
<td>9. No. of accounts opened on behalf of minors.</td>
<td>130</td>
</tr>
<tr>
<td>10. No. of accounts of minors which closed on their reaching the age of 18 years.</td>
<td>181</td>
</tr>
<tr>
<td>11. Amount thus paid.</td>
<td>7,078,780.78</td>
</tr>
</tbody>
</table>

Accordingly, it was capable to recover approximately 94 million rupees until 30th September in the year 2013 liaises with limited staff and 181 accounts have been initiated for minors.
The programs planned to be conducted from September, 2013 to December, 2013.

- Implementation of new mobile Labour Compensation Court for Nuwara Eliya area.
- Improvement of office methodologies through implementation of productivity programs.
- Conduct of mental health and stress control awareness programs for staffs.
- Creation of a Web site and Information Management System for Office of the Commissioner of Workmen Compensations

Special projects planned to be conducted in the year 2014.

- Raise the awareness of common public on Office of the Commissioner of Workmen Compensations and its activities through participation of national exhibitions.
- Arrangement of awareness programs for public servants on role of Office of the Commissioner of Workmen Compensations and Workmen’s Compensation Ordinance.
The National Institute of Labour Studies (NILS) was founded on the 11th September 2007 and legally established by enacting the Act No: 12 of 2010 by the Parliament of the Democratic Socialist Republic of Sri Lanka. As per the provisions of the Act, the institute is governed by a “Governing Board”, consisting of representations from the tripartite constituents of the labour sector which include employers, employees represented by the Trade Unions and the Government Officials of the Labour sector with scholars of the subject.

Presently, the National Institute of Labour Studies functions as a statutory body under the Ministry of Labour and Labour Relations.

The institute operates with close collaboration with the Labour Department and other related State sector, Semi-government, Private and Non-governmental organizations. In addition, the NILS join forces with International Organizations such as International Labour Organization (ILO). The institute has signed a Memorandum of Understanding (MOU) for mutual cooperation with the V.V Giri National Labour Institute of India, which is the Indian counterpart organization.

Labour laws and Industrial relations, Human Recourse Management and Work place Productivity are the major subject areas addressed by National Institute of Labour Studies in order to achieve the objectives of the institute. The three areas are assigned to three different divisions and range of services and courses such as Training workshops, Short term courses Certificate and Diploma Programs.

The Institute is privileged to possess a panel of Resource Persons consisting of best qualified and most experienced in their respective subject areas acquirable in the country. The Resource panel of NILS includes present and former academia from Universities and other National education institutes, policy makers and senior implementing officials of the Government sector including Secretaries of Ministries and Heads of Departments along with Senior Management members and practitioners from Semi Government, Private and Non-Governmental Organizations.

Achieving the objective on provision of consultancy and advisory services, the institute has served several state and corporate sector organizations by conducting research and studies leading to completion of corporate plans, Strategic Plans, action plans, feasibility studies, financial evaluations and procedure manuals for various production and service sector organizations.

**Activities planned and estimated from 01.10.2012 to 30.09.2013**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Number of programs Planned</th>
<th>Estimated Income (Rs.)</th>
<th>Number of programs Conducted</th>
<th>Income generated (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diplomas</td>
<td>3</td>
<td>2,358,000.00</td>
<td>3</td>
<td>3,733,500.00</td>
</tr>
<tr>
<td>1 Day Program</td>
<td>46</td>
<td>1,656,000.00</td>
<td>14</td>
<td>903,000.00</td>
</tr>
<tr>
<td>2 Days Program</td>
<td>26</td>
<td>1,794,000.00</td>
<td>15</td>
<td>960,250.00</td>
</tr>
<tr>
<td>3 Days Programs</td>
<td>7</td>
<td>630,000.00</td>
<td>6</td>
<td>1,532,500.00</td>
</tr>
<tr>
<td>Conducted Examinations</td>
<td>-</td>
<td>-</td>
<td>5</td>
<td>431,722.00</td>
</tr>
</tbody>
</table>
Programs planned from September 2013 to December 2013

<table>
<thead>
<tr>
<th>One Day Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Provisions in Shop and Office Act</td>
</tr>
<tr>
<td>➢ Special condition for Employment of women, young persons &amp; children, disables and foreigners</td>
</tr>
<tr>
<td>➢ Competency Development of Receptionist/Telephone Operators</td>
</tr>
<tr>
<td>➢ Gender and Labour Productivity</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Two day Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Conflict Management and Grievance Handling</td>
</tr>
<tr>
<td>➢ Quality Control Circles (QCC)</td>
</tr>
<tr>
<td>➢ Roles &amp; Responsibilities of Office Assistant for Higher Labour Productivity</td>
</tr>
<tr>
<td>➢ Collective Bargaining and Negotiating Agreements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Four Day programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>➢ Office Management for higher Labour productivity</td>
</tr>
</tbody>
</table>

Special programs for 2014
Under the funding provided by decent work programs, training programs would be conducted in Colombo, Ampara, Kegalle, Kurunagala and Puttalam districts.
National Institute of Occupational Safety and Health

National Institute of Occupational Safety and Health under purview of Ministry of Labour and Labour Relations was established on 28th April 2005. This institution dedicates to provide a good working environment to each person through suitable health and safety procedures and prevention of occupational accidents and diseases, and follow up of proper safety policy and methodologies. NIOSH provides necessary education and training for employers and employees who can obtain benefits from the above trainings or any person.

Performances -2013

02)A). The programs planned from 01st October, 2012 to 30th September, 2013.

- Conduct of a news briefing for National Health and Safety Week on 05/10/2012.
- Conduct of raising awareness workshop on health for Employers and Employees in the Finlays workplace.
- Conduct of workshop for employees in the field of construction joined with ICTAD.
- Conduct of main seminar on National Occupation and Safety Week.
- Conduct of certificate awarding ceremony for employees who are engaging in the plantation field.
- Conduct of Greater Colombo Waste Water Management Project.
- Conduct of graduation awarding ceremony of Diploma and Certificates courses.
- Organization of health workshops and providing spectacles free of charge according to necessity for employers and employees parties with the contribution of Shrama Vasana Fund.
- Raising awareness of employers-employees parties on Occupational Safety and Health through awareness programs.
- Bringing awareness for employers and employee parties through various projects on occupational safety and health liaise with Chambers of Commerce.
- Planning to construct a medical laboratory in the Institution with the purpose of enhancement of Occupational Safety and Health.
- Conduct of a workshop at Co-Lanka institute.
- Implementation of a five years co-operate plan of NIOSH.
B) Financial and physical progress of above programs.

- Conduct of tripartite provision workshops for promoting Occupational Safety and Health in Sri Lanka.
  Conduct of tripartite provision workshops liaise with ICTAD for promoting Occupational Safety and Health in the field of construction.

- Conduct of knowledge dissemination workshop of GREEN JOBS project which provided finance assistance by ILO.
  A program for dissemination of knowledge acquired from the workshops conducted on Waste Management with finance assistance of ILO as an another stage of GREEN JOBS project of ILO, was conducted at Renuka Hotel, Kollupitiya. A number of officers in the local provincial bodies of western province and executive level officers of public institutions were made participate for this workshop.
- Conduct of 03 days workshop on occupational safety and health for occupational training consultants with Singhalese and Tamil medium.

A three days two workshops on occupational safety and health for occupational safety consultants with Tamil and Singhalese medium with the financial assistance of WUSC, was conducted on 18,19,20,25,26, and 27, September very successfully, and 20 occupational safety trainers with Singhalese medium and 20 occupational safety trainers with Tamil medium participated for the workshops.

Participation of trainers representing North and Eastern provinces for this workshop acquired sound knowledge and comprehension on occupational safety and health and this assists to rebuild the national peace in country. Dissemination of knowledge among occupational training students acquired through the training assists to new comers of occupation to safeguard their occupation and future productivity.

- Conducting of a news briefing for National Health and Safety Week on 05/10/2012.

A news briefing for information of working population for National Occupational Safety and Health Week was conducted with the patronage of Hon. Gamini Lokuge, Minister of Labour and Labour Relations. Mr. W.J.L.U.Wijayaweera, Secretary to Ministry of Labour and Labour Relations, Mrs. Perl Weerasingha, Commissioner General of Labour, Mrs. Sujatha Wijaya Sundara, Head of Industrial relations Division, Mrs. Dr. N.C. Amarasingha, Director General to NIOSH participated for this occasion. Director General to NIOSH briefed the steps taken by NIOSH, Ministry of Labour and Labour Relations and Department of Labour to minimize occupational injuries and programs expect to implement in future, and the programs expect to implement during Occupational Safety Week.

In addition, the awareness was brought to common public during Occupational Safety Week with the live programs through Audio Visual electronic media and press releases as well. Electronic and press media including Sri Lanka Rupavahini Corporation, ITN, Sirasa and Suwarnavahini and Lake House, Wijaya News papers provided the patronage.

- Conduct of raising awareness program on health for employees and employers at Finlays workplace.

A workshop for raising awareness on Occupational Safety and Health was held on 06th Saturday, September at 8.30 am to 1.30 pm joining the officers of NIOSH for National Occupational Safety and Health Week for employees and employers of Finlays workplace.
Conduct of workshop for employees in the field of construction joined with ICTAD.

A program for raising awareness of working population on occupational injuries and diseases liaise with ICTAD for promoting occupational safety and health in the field of construction with the patronage of Hon. Gamini Lokuge, Minister of Labour and Labour Relations, was held on 08th October, 2013 at NIOSH auditorium. The main purpose of this program is the theme of “OSH in Zero” in the field of construction. A program on prevention of eye injuries and eye clinic for the employees, who are facing to occupational injuries in the field of construction, was held. Assistances were granted to employees who are disabled with injuries in the field of construction and an awarding of scholarships for the children of employees who were disabled during engage in employment, was taken place with the sponsorship of Shrama Vasana Fund. NIOSH and ICTAD jointly conducted this program.

The main seminar conducted during National Occupational Safety and Health Week.

The seminar conducted for raising awareness of employers on Occupational Safety and Health considered as the main program during National Occupational Safety and Health Week was held with the patronage of Hon. Gamini Lokuge, Minister of Labour and Labour Relations on 10th October, 2013 at 9.00 AM to 4.00 PM at Galadari Hotel, Colombo. A large gathering including executive officers of reputed institutions of Sri Lanka, Human Resources Managers, and officers participated for this seminar which consisted of number of substantial and productive lectures on occupational safety. Mr. Dian Gomas and Vinya Pathak provided contribution as the resource persons for this seminar. An awarding of scholarships was taken place with the patronage of Hons. Gamini Lokuge, Minister of Labour and Labour Relations, for 13 students who successfully completed the Certificate on Occupational Safety and Health course in the year 2012. Brandix private (Ltd) was the main sponsor for this and 3M private (Ltd) and Sri Lanka Insurance Corporation co-sponsored joint with NIOSH.
Conduct of the certificate awarding ceremony for employees who are engaging in the field of plantation.
The certificate awarding ceremony for the Superintends, Managers and Safety Officers who successfully completed the Higher Diploma in Occupational Safety and Health was held with the patronage of Hon. Gamini Lokuge, Minister of Labour and Labour Relations on 12th October, 2012, at Gallface Hotel. A selected twenty officers in twenty estates of five estate companies participated for this course with the purpose of improving occupational safety and health of employees who are engaging in the field of plantation, under the joint finance assistance of WUSC and Ethical Tea Partnership institutions and the 15 days course for them was completed successfully. In addition, a guidance manual for occupational safety in the field of plantation was created under this program.

A 05 days awareness workshop on Occupational Safety and Health for the Supervisors and Technical Officers working for Waste Water System in Colombo Urban Council was conducted on 5,11,14,17, and 20, December at NIOSH under this project. Fifteen officers participated for this workshop.


A one day awareness workshop on Occupational Safety and Health for the employees working for Waste Water System in Colombo Urban Council was conducted on 10, December at NIOSH under this project. A 23 employees working for Waste Water System in Colombo Urban Council participated for this workshop. Here, the awareness brought to employees on how to use tool kits, significance of the kit, and how to take actions in emergency of occupational injury. This provides a widening comprehension on how importance the knowledge on occupational safety and health for the employees in their personal life.

The programs planned during year 2013.

Providing of medical clinics and consultations for the employees of Free Trade Zone.

Biyagama Free Trade Zone’s medical clinics on 21/03/2013

A free medical clinic for improving occupational safety and health of professionals who are engaging in employments of FTZ was conducted with the finance assistance of NIOSH and Shrama Vasana Fund. It was conducted an eye test, lung test, hearing test, blood test and medical test for the employees of FTZ. It was conducted an eye clinic and for the persons with eye weakness were granted the spectacles free of charge. BOI, Biyagama assisted to success this task. Around 250 employees participated for this.

Avissawella Free Trade Zone’s medical clinics on 30/04/2013

A free medical clinic for improving occupational safety and health of professionals who are engaging in employments of FTZ was conducted with the finance assistance of NIOSH and Shrama Vasana Fund. It was conducted an eye test, lung test, hearing test, blood test and medical test for the employees of FTZ. It was conducted an eye clinic and for the persons with eye weakness were granted the spectacles free of charge. BOI, Avissawella assisted to success this task. Around 200 employees participated for this.
Koggala Free Trade Zone’s medical clinics on 03/06/2013

A free medical clinic for improving occupational safety and health of professionals who are engaging in employments of FTZ was conducted with the finance assistance of NIOSH and Shrama Vasana Fund. It was conducted an eye test, lung test, hearing test, blood test and medical test for the employees of FTZ. It was conducted an eye clinic and for the persons with eye weakness were granted the spectacles free of charge. BOI, Koggala assisted to success this task. Around 225 employees participated for this.

Kelabokka medical clinics on 06/07/2013

A free medical clinic for improving occupational safety and health of estate working people who are engaging in the field of plantation was conducted at Nuwara, Kelabokka estate with the finance assistance of NIOSH and Shrama Vasana Fund. It was conducted an eye test, lung test, hearing test, blood test and medical test for the employees of Estate sector. It was conducted an eye clinic and for the persons with eye weakness were granted the recommended spectacles free of charge. Around 250 employees participated for this.

Pallekelle Free Trade Zone’s medical clinics on 06/09/2013

A free medical clinic for improving occupational safety and health of professionals who are engaging in employments of FTZ was conducted with the finance assistance of NIOSH and Shrama Vasana Fund. It was conducted an eye test, lung test, hearing test, blood test and medical test for the employees of FTZ. It was conducted an eye clinic and for the persons with eye weakness were granted the spectacles free of charge. BOI, Pallekalle assisted to success this task. Around 250 employees participated for this.

National Institute of Occupational Safety and Health conducted the following courses for improving Occupational Safety and Health of working population.

Conduct of Certificate in Occupational Safety and Health Course.

The course for 10th Batch of Certificate in Occupational Safety and Health Course was commenced on 30/01/2013. The professionals who represent various occupational fields participated for this. Duration of each course is 15 weeks. 13 students successfully completed the course.
The course for 11th Batch of Certificate in Occupational Safety and Health Course was commenced on 30/07/2013. The professionals who represent various occupational fields participated for this. 16 students are successfully following the course.

Conduct of Diploma in Occupational Safety and Health Course.

The course for 5th Batch of Diploma in Occupational Safety and Health Course was commenced on 03/02/2013. The professionals who represent various occupational fields participated for this. Duration of each course is 10 months and it is compulsory to follow up the Certificate in Occupational Safety and Health Course or a degree from recognized University or minimum 05 years of experiences related to field. Thirty eight executive level employees are following this course at present. Examinations for two Modules out of three modules of entire course have been conducted at present.
Environment measurement of working places.

NIOSH measures environments of working places. Here, the testing measures of dust level, lighting, heat, comparative humidity, unhealthy air scattered in the working environment are obtained.


A Guidance Manual for waste handlers was introduced at NIOSH Auditorium. This was conducted with the patronage of Hon. Gamini Lokuge, Minister of Labour and Labour Relation and Secretary to Ministry of Labour. A large gathering of officers including officers of Western Province Waste Management Authority and Chairmen of Municipal Councils, Urban Councils, Local bodies participated for this occasion.

Launching of official website of NIOSH was taken place with the patronage of Hon. Gamini Lokuge, Minister of Labour and Labour Relation at the NIOSH Auditorium. Mr. W.J.L.U. Wijayaweera, Secretary to Ministry of Labour and Mrs. Perl Weerasingha, Commissioner General of Labour participated at the moment. This website presents full profile on services rendered by Institution and special features such as registration for training programs, securing information on trained officers and registration for E-Magazine with free of charge are available.

The course conducted for Engineers of Colombo Urban Council under Greater Colombo Waste Water Management Project on 13/02/2013.

An awareness workshop on Occupational Safety and Health for numbers of engineers in Colombo Urban Council was held ten Tuesdays from 9.00 AM to 5.00 PM at NIOSH.

Higher Training in Occupational Safety and Health Course for the field of plantation was commenced on 14/02/2013.

The course for 2nd Batch of Higher Training in Occupational Safety and Health Course was commenced on 14/02/2013. Twenty six persons participated for that training and the course was successfully ended during period of three months. They were provided a practical training through the field visiting of Walitreem Tea Factory and Sen Kums Tea Factory. In addition, their progress is ensured through three months project, presentation and written test.
Photos of the Field Trip.

The preparation of manual was begun concurrently first course-2012 and that manual was printed and finished. Necessary activities for securing a N.V.Q. Standard Certificate for this course related to field of plantation were implemented in this year and the discussions and necessary matters regarding it are remained in the final stage.

Commencement of Industrial Nursing Course on 03/04/2013.

An Occupational Safety and Health Course for the Nurses of factories was conducted. Around six nurses participated for this course and this course was conducted five Wednesdays.

Conduct of an occupational safety, health and environment safety workshop on 11/06/2013.

NIOSH and Nolanka Manufacturing Colombo organized this workshop. At this workshop, a lecture on occupational safety and health, a lecture on Environment laws, a lecture on waste management and special program on GEO-CYCLE were held at NIOSH Auditorium. Employees who are engaging in various field participated for this.

Occupational safety, health and environment safety workshop

The workshop on Ergonomics.

1st Ergonomics Conference of Sri Lanka was held with collaboration of NIOSH, SLMA (Sri Lanka Medical Association), and Ergonomics Expert Community, at Kingsburry Hotel. Dr. Champika Amarasingha, Director General of NIOSH, delivered a special lecture for NIOSH. Around 200 professionals participated for this occasion. Doctors expressed special thanks for NIOSH, and Sri Lanka Medical Association. A specialist doctor, representing Ergonomics of America and Mr. David Chaple, Specialist Doctor representing Work Safe of Australia participated for this seminar.

Conduct of a workshop on Ergonomics on 11/07/2013.

Another workshop on Ergonomics was conducted for managers of institutions at NIOSH Auditorium. A special seminar for around hundred of gathering in various fields was held with resource person contribution of Dr. David Chapel and Dr. C.N. Amarasingha. In this day, a special seminar participating around one hundred and fifty teachers of Gate way International School was conducted with the patronage of Dr. David Chapel and Dr. C.N. Amarasingha and Dr. Kapila Jayarathne from 2.00 PM to 4.00 PM at Gate Way International School.
Programs planned to be conducted from October to December, 2013.


A number of various programs have been organized to improve occupational safety and raise awareness of working population of Sri Lanka during National Occupational Safety Week through free press media.

- Conduct of news briefing for National Occupation Safety and Health Week on 03/10/2013.

A news briefing for information of working population for National Health and Occupation Week will be conducted with the patronage of Hon. Gamini Lokuge, Minister of Labour and Labour Relations at Olympic House. Mr. W.J.L.U. Wijayaweera, Secretary to Ministry of Labour and Mrs. Perl Weerasingha, Commissioner General of Labour and Mrs. Sujatha Wijaya Sundara, Head of Industrial relations Division and Dr. N.C. Amarasingha, Director of NIOSH will participate for this.

- The informative training program for Broiler Operators on 04/10/2013.

An informative training program for Broiler Operators has been scheduled to conduct. The Broiler operators and Managers of factories will participate for this program. This program will be conducted at 10.00 AM to 3.00 PM at Strethen Training centre, Hatton.

- Katunayake Free Trade Zone’s medical clinics on 07/10/2013

A free medical clinic for improving occupational safety and health of professionals who are engaging in employments of FTZ was conducted with the finance assistance of NIOSH and Shrama Vasana Fund. It was conducted an eye test, lung test, hearing test, blood test and medical test for the employees of FTZ. It was conducted an eye clinic and for the persons with eye weakness were granted the spectacles free of charge. Around 250 employees will participate for this.

- The course for 6th Batch of Diploma in Occupational Safety and Health Course was commenced on 03/02/2013. 23 employees in executive grades of the field participated.
The main seminar of National Occupational Safety and Health Week on 10/10/2013

The seminar for information of employers on occupational safety and health considered as main program in National Occupational Safety and Health Week will be conducted on 09th October, 2013 at Galadharil Hotel.

Here, a number of substantial and productive lectures on occupational safety will be conducted and National Policy on National Occupational Safety and Health will be introduced. The certificates for course followers on 2012/2013 will be awarded in this day. This will be held from 6.30 PM to 8.30 PM at Galadharil Hotel, Colombo.

Conduct of a training program for employees in the field of Hotel on 10/10/2013. This will be conducted from 5.00 PM to 7.00 PM at NIOSH auditorium. Here, awareness will be brought on legal system of occupational safety, food safety and food.

12th batch of National Occupational Safety and Health certificate course will be commenced on 25/10/2013.

A medical clinic will be conducted on 08/11/2013 at Mirigama FTZ.

Special programs and projects planned to be conducted for the year 2014.

Arrangements are made to conduct Best Safety Award Ceremony in the year. The industrial, Hospitality, services and constructions are considered.

Arrangements are made to secure NVQ level for Higher Certificate Course on Occupational Safety and Health.

Arrangements are made to distribute Guidance Manual in the year 2013 for plantation field.

Arrangements have been made to conduct 38 risky status inspections of Brandix Institution.
Shrama Vasana Fund Board

Shrama Vasana Fund is an establishment, which was established under Shrama Vasana Fund Act No.12 of 1998 which is coming under purview of Ministry of Labour, was initiated toward welfare of working people. Actions have been taken through 06 objectives of Shrama Vasana Act from very beginning to present after conducting various welfare programs for progress of employees in Sri Lanka. The contribution provided by National Lottery Board as the main income source to Shrama Vasana Fund is being gradually increased with selling of Jathika Sampatha Lottery and improvement of contribution assists to improve services due perform toward welfare of Labour.

Performance 2013

<table>
<thead>
<tr>
<th>Goals (Object of the Fund)</th>
<th>Name of the Programs/ Project/ Activity</th>
<th>Progress of Programs, project &amp; Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Promote the welfare of employees</td>
<td>Health Camp Programs</td>
<td>Phy 6 Programs 2.18 Millions</td>
</tr>
<tr>
<td></td>
<td>Empowerment Programs</td>
<td>Phy 3 Programs 1.29 Millions</td>
</tr>
<tr>
<td></td>
<td>Worker Awareness And welfare programs</td>
<td>Phy 11 Programs 0.93 Millions</td>
</tr>
<tr>
<td>Provide financial and other assistance to employees when the institutions they were working in, are closed down without prior notice.</td>
<td>Technical Education Programs</td>
<td>Phy 8 Aspirants 0.6 Millions</td>
</tr>
<tr>
<td></td>
<td>Occupational Health &amp; Safety Awareness Programs</td>
<td>Phy 5 Programs 0.11 Millions</td>
</tr>
<tr>
<td>Provide temporary assistance to employees when inquiries are instituted against them</td>
<td>Legal Aid Programs ( Rs 10,000/= for each individual case)</td>
<td>Phy 52 Aspirants 0.32 Millions</td>
</tr>
<tr>
<td>Provide financial and other benefits to employees or their dependants, in time of distress</td>
<td>Fatal accident / Fully disable scholarship Programs</td>
<td>Phy 46 Scholars 0.72 Millions</td>
</tr>
<tr>
<td>Fund raising &amp; Publicity</td>
<td>Sales Promotions Programs / Advertising Programs</td>
<td>Phy 14 Programs</td>
</tr>
<tr>
<td>Strengthening Organization Capacity</td>
<td>Approval of New Cadre</td>
<td>Phy 7</td>
</tr>
<tr>
<td></td>
<td>Prepare of SOR</td>
<td>Phy 4</td>
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<tr>
<td></td>
<td>Approve of SOR</td>
<td>Phy 4</td>
</tr>
<tr>
<td></td>
<td>Recruitment of Staff</td>
<td>Phy 7</td>
</tr>
<tr>
<td></td>
<td>Training of Staff</td>
<td>Phy 4</td>
</tr>
<tr>
<td>Relocate SVF</td>
<td>Agreement &amp; Internal Decorations</td>
<td>Phy 25%</td>
</tr>
</tbody>
</table>
Programs from 2013 October to December 31.

To be conduct 4 Medical camps
- Homagama BOI
- Puttalam District
- Kurunagala District
- Kegalle District

To be conduct with parallel to Dayata Kirula Programs.

Arrangements have been made to conduct empowerment program for low income families in the western province by granting them Three Wheelers.

To be conduct 3 Awareness Programs Dayata Kirula 2014 concurrently.

To be conduct 3 Occupational Health & Safety Awareness Programs to the Medical camps.

To be provide 10 legal aids assistance for those who deserve legal assistance.

Provide 70 Scholarships for children of employees who died from fatal accidents.

Special Plans for Programs & Activities in 2014

To be conduct 12 Medical camps in the Islandwide.

To be conduct 4 Empowerment Programs.

It is being organized to conduct 12 Awareness Programs for 2400 workers.

It is being organized to launch a new program to pay compensations to those who are not able to obtained compensations from the office of the commissioner of workmens compensations.

It is being organized to provide Vocational Training Programs for 60 workers who have been dismissed from service.

It is being organized to grant moneys for 40 persons with respect to occupational diseases.

Arrangements have been made 100 Scholarships for the next year.

To be provide 100 legal aids for the next year.

A relief Programs will be implemented to distribute dry-ration parcels for the workers who were affected with hazardous such as the factory fire, flood, earth-slip etc.

Arrangements have been made to award 50 persons through an award ceremony

To be obtain ISO Certificate.

To be implement computer system for Shrama Vasana Fund.

To be conduct 14 Programs for promotion publicity.