



# Administration Report



Year - 2009

## Department of Buildings Eastern Province

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**ADMINISTRATION REPORT**  
**OF THE PROVINCIAL DIRECTOR OF BUILDINGS,**  
**DEPARTMENT OF BUILDINGS, EASTERN PROVINCE FOR THE YEAR 2009**

**01. INTRODUCTION**

I have great pleasure in presenting my Administration Report for the year 2009.

The Buildings Department, Eastern Province is functioning under the Provincial Director, Department of Buildings, Eastern Province at Trincomalee. The office of the Provincial Director of Buildings, Eastern Province is situated at Trincomalee.

I am functioning as the Provincial Director of Buildings Eastern Province since with effect from 01.01.2007.

There are three (03) District Offices and three (03) Regional Offices functioning in the Eastern Province under the administration of this Department.

The Regional Offices are functioning under the Chief Engineers whilst the Divisional Offices are functioning under the Executive Engineers.

The Buildings Department undertakes Construction of New Buildings, Rehabilitation, Reconstruction and Renovation of damaged buildings of the Provincial Council of the Eastern Province and other Government Departments of the Central Government and execute the works to the entire satisfaction of the clients.

In addition to this, the Department of Buildings Eastern Province carries out Construction works funded by the foreign funding agencies such as ADB & World Bank, Japanese Aid & UNICEF etc.

The amounts of work being carried out by this Department during the year 2009 are as follows,

**Table 1**

<b>No</b>	<b>Funding Agency</b>	<b>Amount</b>
1	TAARP	88,212,959.72
2	NECORDII	74,626,611.21
3	TIIP	188,843,284.92
4	Health (PSDG)	94,059,034.11
5	Teaching Hospital	4,689,000.00
6	Health (Central)	19,253,078.91
7	Provincial council Member's works	4,299,900.48
8	PSDG	110,453,755.71
9	Others	35,800,678.20
<b>Total</b>		<b>620,238,303.26</b>

The Buildings Department, Eastern Province is functioning under the purview of the Ministry of Road Development, Irrigation, Housing, & Construction, Rural Electrification & water supply Eastern Province, Trincomalee, during the year 2009.

This is the Third (3<sup>rd</sup>) Administration Report of the Buildings Department, Eastern Province since the year 2007.

In this report the achievements of the Department during the year 2009 are reviewed against constraints and setbacks together with my comments and suggestions for future improvement of the Department.

## **02.ORGANISATION**

### **(a) Vision**

To ensure the infrastructure Developments to cater the future demand of Humans growth in better ways and means; to suit the conditions and Situations in future.

### **(b) Mission**

To construct, reconstruct and maintain buildings to the satisfaction of the state organizations in EP and to fulfill the aspiration of the people.

### **(c) Objectives**

1. Public buildings constructed and reconstructed.
2. Public buildings maintained.
3. Designs for state agencies provided.
4. Maintaining proper administration.

## **2.2 Functions**

1. Implementation of Policy decision, Control & Co-ordinate the Programme of Works assigned to the Department by the Ministries and Other Departments of the E.P. and the Central Government.
2. Implementation, Planning, Designing, Estimating, Construction and Maintenance and providing Consultancy Services.
3. Formulation of Building Construction Programme for the Public Sector.
4. Securing building materials for construction industry.

## **2.3 Organizational arrangement for various functions**

The organizational structure of the Buildings Department, Eastern Province comprises of two (02) major sections viz. Office of the Director of Buildings, and the Design Unit.

Administration Branch, Accounts Branch, Architectural Unit and Structural Design Branch function under one Head (i-e) Director of buildings where as the Administrative officer is in charge for Administration branch, Accountant is incharge for Accounts section, Deputy Director (Designs) is in charge for Architectural and Structural Design Branches.

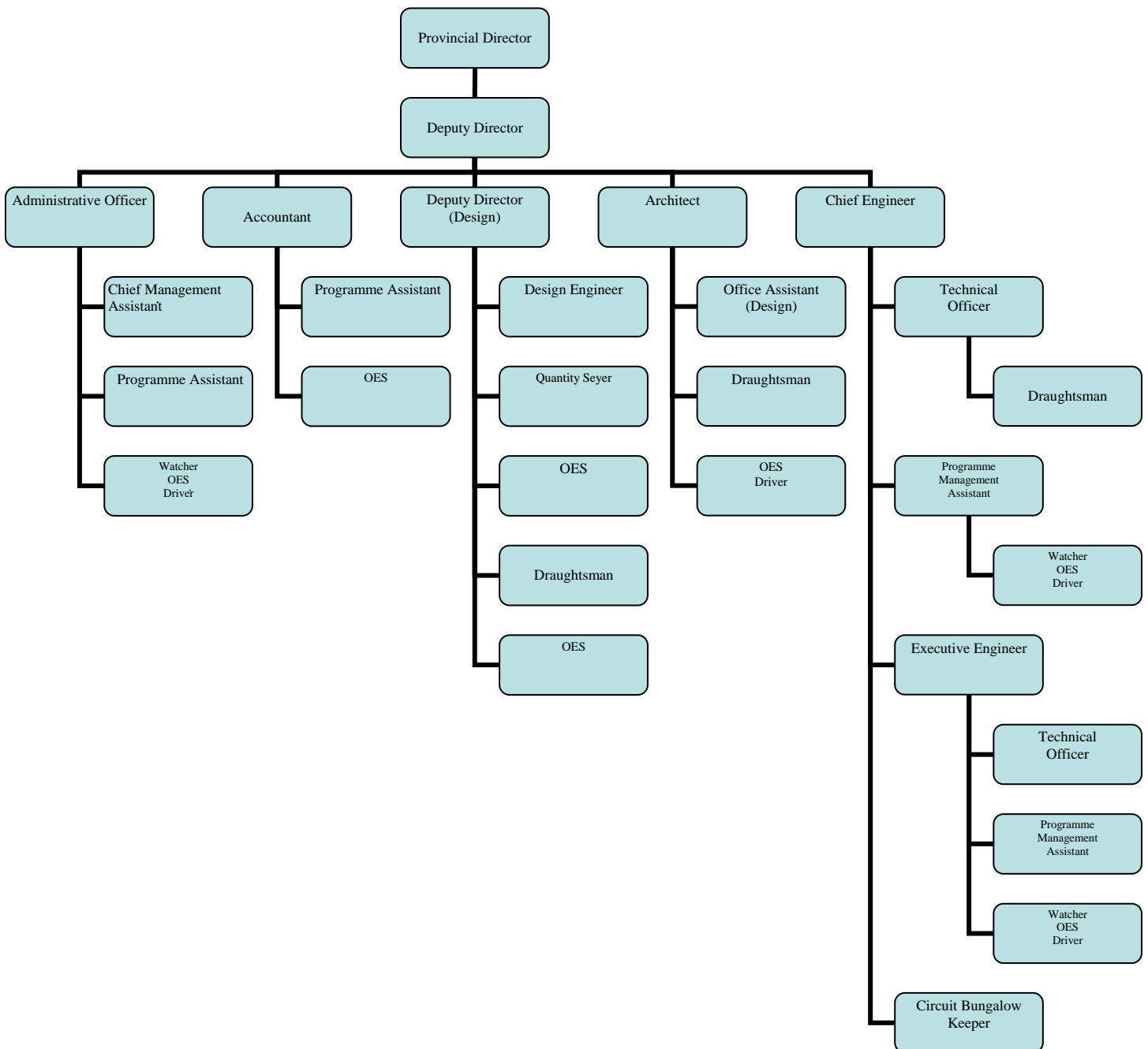
**Department of Buildings**  
**Cadre Position**

The Staff position of the Buildings Department, Eastern Province is as follow

**Table 2**

No	Post	Service	Class & Grade	Approved Cadre	Present Strength	Vacancies
1	Provincial Director	S.L.E.S	Class I	1	1	0
2	Deputy Director	S.L.E.S	Class II - I	1	0	1
3	Chief Engineer Head office	S.L.E.S	Class II - I	1	1	0
4	Engineer	S.L.E.S	Class II - I	6	6	0
5	Architect	S.L.Acht.S	Class II - II	1	0	1
6	Accountant	S.L.Acs.S.	Service II - II	1	1	0
7	Quantity Surveyor	Quantity Surveyor.S		1	0	1
8	Admin. Officer	MAS	Supra	1	1	1
9	Development Assistant	Dev.Asst	Grade III	1	0	1
10	Programme Assistant		Grade III	22	14	8
11	Management Assistant	MAS I	Class I	2	2	0
12	Management Assistant	MAS II, III	Class II & III	27	26	1
13	Draughtsman	S.L.T.S	Grade II 'B'	6	5	1
14	Technical Officer	S.L.T.S	Grade II 'B'	32	30	2
15	Driver	Drivers Services	Grade III	10	10	0
16	Office Employees	OES	Grade I,II&III	7	7	0
17	Watcher	OES	Grade II	6	6	0
18	Circuit Bungalow Keeper	OES	III	1	1	0
19	Skilled workers	OES	Grade I,II&III	42	41	1
20	Translator (Sinhala to English)	Translator service		1	0	1
21	Sanitary Labourer	OES	Grade III	1	1	0
<b>Total</b>				<b>171</b>	<b>153</b>	<b>19</b>

## Organizational Management Frame DEPARTMENT OF BUILDINGS, EASTERN PROVINCE, TRINCOMALEE



The Buildings Department, Eastern Province requires the under mentioned additional cadre for the efficient and proper functioning of this Department.

### Cadre Requirements

**Table 3**

Service	Grade	Class & Grade	Approved Cadre	Present Strength	Additional Requirement	Total Carder Requirements
Provincial Director	S.L.E.S	Class I	1	1	0	1
Deputy Director	S.L.E.S	Class II – I	1	0	0	1
Chief Engineer Head office	S.L.E.S	Class II – I	1	1	0	1
Engineer	S.L.E.S	Class II – I	6	6	3	9
Architect	S.L.Acht.S	Class II – II	1	0	0	1
Accountant	S.L.Acs.S.		1	1	0	1
Quantity Surveyor	Quantity Surveyor	Class	1	0	0	1
Admin. Officer	MAS	Supra	1	1	0	1
Development Assistant	Dev. Asst		1	0	0	1
Programme Assistant	Programme Assistant	Grade III	22	14	0	22
Management Assistant	MAS I	Class I	2	2	0	2
Management Assistant	MAS II, III	Class II & III	27	26	0	27
Draughtsman	S.L.T.S	Grade II 'B'	6	5	2	8

Technical Officer	S.L.T.S	Special	0	0	3	3
Technical Officer	S.L.T.S	Grade II 'B'	32	30	2	34
Translator	Translator		1	0	1	2
Driver	Drivers Services		10	10	0	10
Office Employees	OES	Grade II/II	7	7	0	7
Watcher	OES	Grade II	6	6	0	6
Circuit Bungalow Keeper	OES	I	1	1	2	3
Skilled workers	OES	Grade I,II&III	42	41	0	42
Sanitary Labourer	OES	Grade III	1	1	0	1
<b>Total</b>			<b>171</b>	<b>153</b>	<b>13</b>	<b>184</b>

The following officers have been functioning as Chief Engineers and Executive Engineers in the Three (03) Districts of the Eastern Provinces with effect from the dates indicated against their names.

**Table 4**

<b>District</b>	<b>Name of the Engineers</b>	<b>Date</b>
Deputy Director (Design)	Eng.K.Chandramohan	24.06.2008
<b>Chief Engineers of the Regions:</b>		
Trincomalee	Eng.K.Chandramohan	10.08.2004
Batticaloa	Eng.A.Thavagnanthas	22.08.2001
Kalmunai	Eng.A.Vimalanathan	03.08.2001
<b>Executive Engineers of the Division:</b>		
Trincomalee	Eng.C.Vasudevan	10.02.2005
Batticaloa	Eng.K.Yoganathan	24.06.2008
Kalmunai	Eng.A.SureshKumar	03.07.2006

## 2.4 Resource Status

### 2.4.1 Staff (Appointments, Transfers, Retirements etc.)

#### (a) Appointments

<b>S.N</b>	<b>Name of Officer</b>	<b>Designation</b>	<b>Date</b>
01	Mr.S.Yogathilepan	M.A	01.01.2009
02	Mrs.K.Sooriyakumari	M.A	01.01.2009

**(b) Transfers**

(i) No officers were transferred from this Department or to this Department during the year 2009.

**(c) Retirements**

No officers / employees have retired from service during the year 2009.

**2.5. Buildings and Facilities****2.5.1. Machineries and Equipments**

The following items have been purchased and Provided to the Divisions

**Table 5**

<b>No</b>	<b>Description</b>	<b>Date of Issue</b>	<b>Remarks</b>	<b>No of Items</b>
01	Cannon Printer	29.12.09	Purchased from Metro Politan company Ltd	4
02	Acer computer	29.02.09	Purchased from Metro Politan company Ltd	7
03	Water filter	28.12.09	Singar Plus	4

**03. MANAGEMENT DEVELOPMENT****3.1 Development of Skills**

Local training opportunity was provided to the officers of this department under regular programme. The following table shows the details of officers undergone the local training programme during the year 2009.

<b>Name of the Officer</b>	<b>Designation</b>	<b>Course</b>	<b>Duration</b>	<b>Institution</b>
Miss.K.Kankesan	MA	Advance Communication skills. Tamil Medium	24.06.09 – 26.06.09	MDTD
Mrs.R.Kumuthini	PA	Miscellaneous payment	18.06.09	MDTD
Mr.M.S.M.Safry	MA			
Mrs.P.Umashkanna	MA			
Mr.S.Yogathileepan	MA			
Eng.A.Velmanickam	Provincial Director	Seminar on Adjudi	16.07.09	ICTD
Eng.K.Chandramohan	CE			
Eng.A.Thavanganathas	CE			
Mr.T.Thiruchelvam	MA	Certificate course on store keeping	15.10.09 – 17.12.09	ICTD
Eng.K.Chandramohan	CE	Training Programme an ISO Quality Management systems	23.10.09 – 21.11.09	ICTD
Eng.M.Gnanapiragasam	EE			
Eng.S.Sureshkumar	EE			
Eng.A.M.Zaheer	Engineer			
Eng.A.Velmanickam	Provincial Director	Seminar on enhancing the effectiveness of Provincial Public Accounts	29.10.09	Chief Secretary's office

		committees non residential seminar in Trincomalee		
Eng.A.Thavanganathas	CE	Training programme on conflict Management and organizational relationship (Tamil medium)	30.07.09 – 31.07.09	Srilankan foundation Institute colombo
Eng.K.Yoganathan	EE			
Eng.M.Gnanapiragasam	EE			
Eng.A.M.Zaheer	Engineer			
Mrs.R.Gayathiry	Accountant			
Eng.A.Velmanickam	Provincial Director	Workshop on ADB contract Documents & Technical Evaluation	02.08.09	NECORD
Eng.K.Chandramohan	CE			
Mrs.R.Gayathiry	Accountant	Workshop on ADB contract Documents & Technical Evaluation	02.08.09	NECORD
Eng.C.Vasudevan	EE			
Miss.W.C.N.Silva	PA	Training programme on modern managerial & leadership skills for Pas	26.08.09 27.08.09	MDTD
Mrs.J.Jamini	MA	workshop on Basic communication skills	25.08.09 26.08.09	MDTD
Mr.B.Kanchanadevy				
Mr.M.s.M.Safry				
Mr.I.M.Mujeep	Draughtsman	Resource persons for computer training programme on Auto CAD	30.09.09 – 07.10.09	MDTD
Mrs.K.Sooriyakumari	MA	workshop on role of public servants for newly recruited Mas	23.05.09	MDTD

Mr.M.S.M.Safry	MA	Training programme on payment procedures	09.10.09	MDTD
Mr.S.Thileepan				
Mr.K.Pulendran	PA			
Mrs.K.Sooriyakumari	MA	workshop on role of public servants for newly recruited Mas	09.10.09	MDTD
Mrs.J.Jamini	MA	Advance communication skills for MA	13.10.09 – 15.10.09	MDTD
Mr.K.Tharmanathan	OES	Training programme on motivation & positive thinking for minor staff	27.07.09 – 28.07.09	MDTD
Mr.S.Uthayakumar				
Mr.S.Muruhaiya				
Mr.A.S.Antony				
Mr.C.Umachandran				
Mr.P.Santhiraseharan				
Mr.S.Yogathilepan	MA	Introduction training for newly appointed management Assist.	21.01.09 – 23.01.09	MDTD
Mrs.K.Sooriyakumari	MA			
Miss.W.C.N.Silva	PA	Training Programme on preparation of quality documents using computers for PA in Sinhala medium		MDTD
Mr.S.Yogathilepan	MA	Training	09.03.09 –	MDTD

Mrs.K.Sooriyakumarai	MA	programme on preparation of quality documents using computer for newly recruitedMA	13.03.09	
Eng.K.Chandramohan	Engineer	The 03 days programme on contract Administration & Project Management under SIRUP(for the senior provincial staff)	28.03.09 – 30.03.09	ICTAD
Mr.S.Yogathilepan	MA	Training programme on spread sheet preparation using MS Excel for newly recruitment MA	18.05.09 – 22.05.09	MDTD
Mr.M.S.M.Safry	MA	Work shop on pension matters	28.05.09 – 29.05.09	MDTD
Miss.K.Kankesan				
Eng.A.Velmanickam	Engineer	Workshop on stress Management & positive thinking for all island staff grade officers	10.06.09 – 11.06.09	MDTD
Eng.C.Vasudevan				
Eng.K.Yoganathan				
Eng.M.Ganaprakasam				
Eng.A.M.Zaheer				
Eng.A.Thavaganathas				
Mrs.R.Gayathiry	Accountant			

Eng.A.Velmanickam	Engineer	ADB Business opportunities seminar 2009	27.04.09 – 28.04.09	ICTAD
Eng.C.Vasudevan				
Eng.K.Yoganathan				
Eng.M.Ganaprakasam				
Eng.A.M.Zaheer				
Eng.A.Thavaganathas				
Eng.K.Chandramohan				
Miss.W.C.N.Silva	PA	Training programme on preparation of spread sheet using Ms Excel for PA in Sinhala medium	11.05.09 – 15.05.09	MDTD
Mr.K.Keteeswaran	MA	Pre STEPS II (General English)	15.06.09 – 10.07.09	MDTD
Mr.K.Thiruchelvam	MA	workshop on new trends in Public financial management	10.06.09 – 11.06.09	MDTD
Mr.K.Pulendran				

### 3.2 Carrier Development

The skill and knowledge of the participants in the aforementioned Training Courses and Workshops have considerably enhanced. The Engineers who participated in these Training Programmes have acquired thorough knowledge in their respective fields. The Clerical Staff who underwent the Training Course on Computer Programmes and Fundamentals have acquired sufficient knowledge in their respective fields.

### **3.3 Problems related to Managerial Development**

Shortage of Engineers and Technical officers are a great handicap for the Organisational Development.

Presently this Department has 19 vacancies in various services and grades.

Further this Department requires 13 additional cadre in various services and grades, in order to meet the Future Development Activities.

Particulars of existing vacancies and the additional cadre required are indicated under cadre on Table 2 & Table 4.

I have already communicated with the authorities concerned to fill the existing vacancies in the approved cadre and to approve the additional cadre for the organisational Development of this organisation.

Filling of vacancies and the approval of the additional cadre are considered absolutely necessary.

## **04. STATUS OF THE SECTOR (BRIEF)**

This Sector functions under the name of " BUILDINGS DEPARTMENT, EASTERN PROVINCE", which has Regional offices in Trincomalee, Batticaloa and Kalmunai.

The functions and activities of this sector are grouped under one Budgetary Programme and three (03) Projects as follows:

(a) General Administration

Capital

- (a) Rehabilitation and Improvement of capital assets.
- (b) Acquisition of equipment.

The necessary funds for the implementation of the above Projects are disbursed to this sector by the Provincial Treasury out of Provincial Fund.

The present approved cadre of this sector for various categories of posts is One Hundred and Seventy One (171). Presently One Hundred and Fifty Three (153) posts are manned by Officers/Employees. There are Nineteen

(19) vacancies in the approved cadre. Further there is a requirement of Thirteen (13) additional cadre.

## **05. ACHIEVEMENTS**

### **5.1 Major activities under Recurrent Projects during the year.**

- a) All Construction, Rehabilitation & Reconstruction works entrusted to the Buildings Department by the Client Departments were carried out satisfactorily during the year under review. The total amount of work carried out during the year is Rs 620.238 Million.
- b) The Regional Offices and Divisional Offices are assisting the NECORD in preparing plan, B.O.QQ & Estimates and executing all construction works. The total amount of works handled under NECORD, CAARP, and TAARP is Rs 351.682 Million.
- c) Necessary advice, assistance, instructions and guidelines were issued to the Regional Offices and to the Divisional Offices for their smooth and efficient functioning.
- d) Periodical inspections of the Regional Offices, Divisional Offices are carried out by the Director and Accountant of this Department.

### **5.2 Major Activities under Capital Projects**

- a. Construction of Drug Manufacturing centre (Balance work)  
Stage –II for Ayurvedice Hospital, Kappalthurai at Trincomalee – 39.9Mn
- b. Refurbishment of Circuit Bungalow for Municipal Council  
Batticaloa -29.3Mn

### **Special achievements/Contribution to the Sectoral Development.**

- The Efficient services rendered by this Department to the Client Departments in Designing, Construction of new buildings, Rehabilitation, Reconstruction and Renovation of damaged buildings to their entire satisfaction are special achievements.
- The assistance and co-operation extended to this Department by the Client Departments for the implementation of the objectives

and functions of this Sector have contributed to the Sectoral Development.

- The Training Programmes and Workshops conducted by the M.D.T.D. for the officers and employees of this Department during the year under review have enhanced the efficiency and the productivity of the staff which in turn has contributed to the development of Skills and Knowledge of Administrative Officer, Management Assistants and Technical Officers. This has also helped for the Organizational Development.
- The Asian Development Bank and the World Bank have highly appreciated and commended on the performance of this Department and on the quality of the buildings constructed.
- This was achieved because of the dedicated function of all categories of Staffs of this Department

## **06. FINANCE**

### **6.1 Finance received under Recurrent Projects**

A sum of Rs 46.004 Million was received under recurrent Project during the year under review.-

### **6.2. Finance received under Capital Projects**

A sum of Rs. 15.540 Million was received under Capital Project during the year under review.

### **6.3. Audit Queries**

01 Audit Query were received at this office during the year 2009. Replies were already sent on the lapses pointed out to the Deputy Chief Secretary (Audit) and the General Audit.

**07. PERFORMANCE OF THE SECTOR - 2009****7.1 Quantity of Services Delivered****7.1.1 Details of Construction works under taken by the Department of Buildings for Institutions in Eastern Province.****Construction works under taken by the Department of Buildings for the Institutions in Eastern Province****Table 10**

(Rs. In Million)					
No	Institution	No. of Works	Imprested Received (Mn)	Expenditure (Mn)	No. of Works Completed
1	Agriculture works	12	24.341	15.776	10
2	Chief Secretary's Secretariat	3	2.548	1.989	3
3	Chief Minister's secretariat works	12	5.050	4.407	12
4	PPSC works	1	0.481	0.481	1
5	Social Service works	7	7.500	7.426	4
6	Rural Industries works	13	12.697	13.092	12
7	High court & District court works	4	0.195	0.195	4
8	Probation & child care works	10	8.226	7.112	8
9	Ministry of Road Development works	10	2.380	2.097	10
10	DCS (Administration) works	10	3.313	2.769	10
11	Governor's works	5	0.275	0.262	5
12	Dept. of Land & Administration works	2	0.580	0.580	2
13	CEB works	1	0.519	0.519	1
14	A.P & H works	8	12.507	10.718	5
15	M.D.T.D works	4	3.027	2.764	4
16	D.C.S. Planning	1	0.200	0.191	1
17	Health works	32	22.494	16.655	24
18	Co – operative work	1	0.853	0.658	0
19	Provincial council Member's work	39	4.421	4.242	39

20	Central works	6	9.280	8.092	6
<b>Total</b>		<b>181</b>	<b>120.887</b>	<b>100.025</b>	<b>161</b>

## 7.2. FINANCIAL PERFORMANCE- 2009

**Table 11**

District	Imprested Received (Mn)	Expenditure (Mn)
Ampara	28.423	21.770
Batticaloa	16.710	12.393
Trincomalee	75.754	65.862
<b>Total</b>	<b>120.887</b>	<b>100.025</b>

## 7.3. PHYSICAL PERFORMANCE – 2009

**Table 12**

District	Target	Achievement
<b><u>Ampara</u></b>		
Agriculture works	100%	60%
Social service works	92%	60%
Rural Industries works	100%	100%
Probation & child care works	100%	100%
A.P & H works	75%	80%
Health (PSDG)	100%	60%
Health (Central)	100%	100%
Provincial council Member's work	100%	100%
<b><u>Batticaloa</u></b>		
Agriculture works	100%	90%
Social service works	100%	80%
Rural Industries works	100%	100%
Probation & child care works	100%	90%
CEB work	100%	100%
A.P & H works	100%	30%
Health (PSDG)	100%	82%
Co – operative work	100%	100%
Teaching Hospital works	100%	100%
Provincial council Member's work	100%	100%
<b><u>Trincomalee</u></b>		
Agriculture works	100%	100%

Chief Secretary' work	100%	100%
Chief Minister's secretariat works	100%	100%
PPSC works	100%	100%
Social service works	100%	100%
Rural Industries works	95%	95%
High court work	100%	100%
Probation & child care works	100%	90%
Ministry of Road Development works	100%	100%
DCS (Administration) works	100%	100%
Governor's works	100%	100%
Dept. of Land & Administration works	100%	100%
A.P & H works	100%	100%
MDTD works	100%	100%
Health (PSDG)	95%	91%
Provincial council Member's work	100%	100%

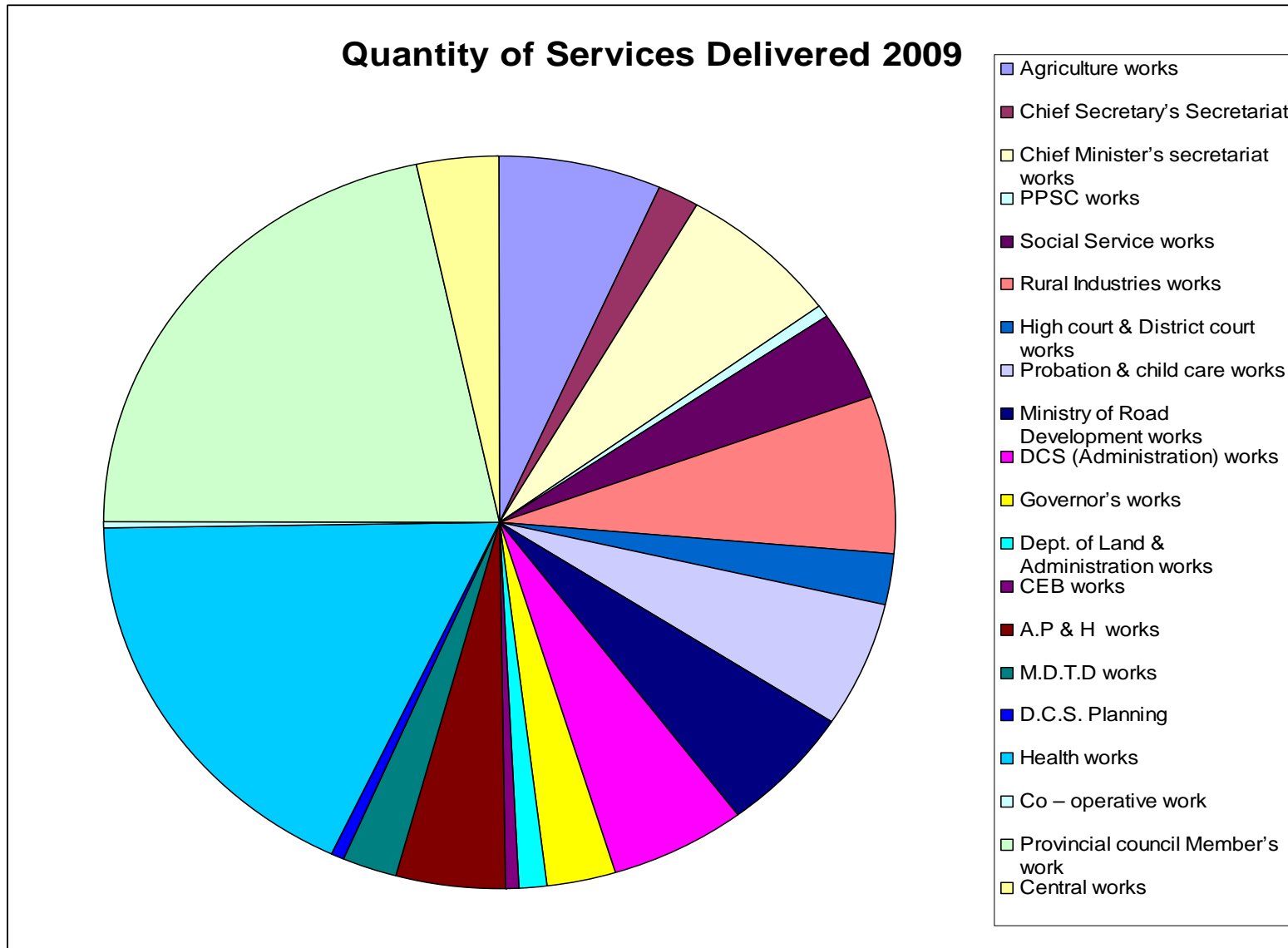
#### **7.4. MAPS INDICATING THE ACHIEVEMENTS**

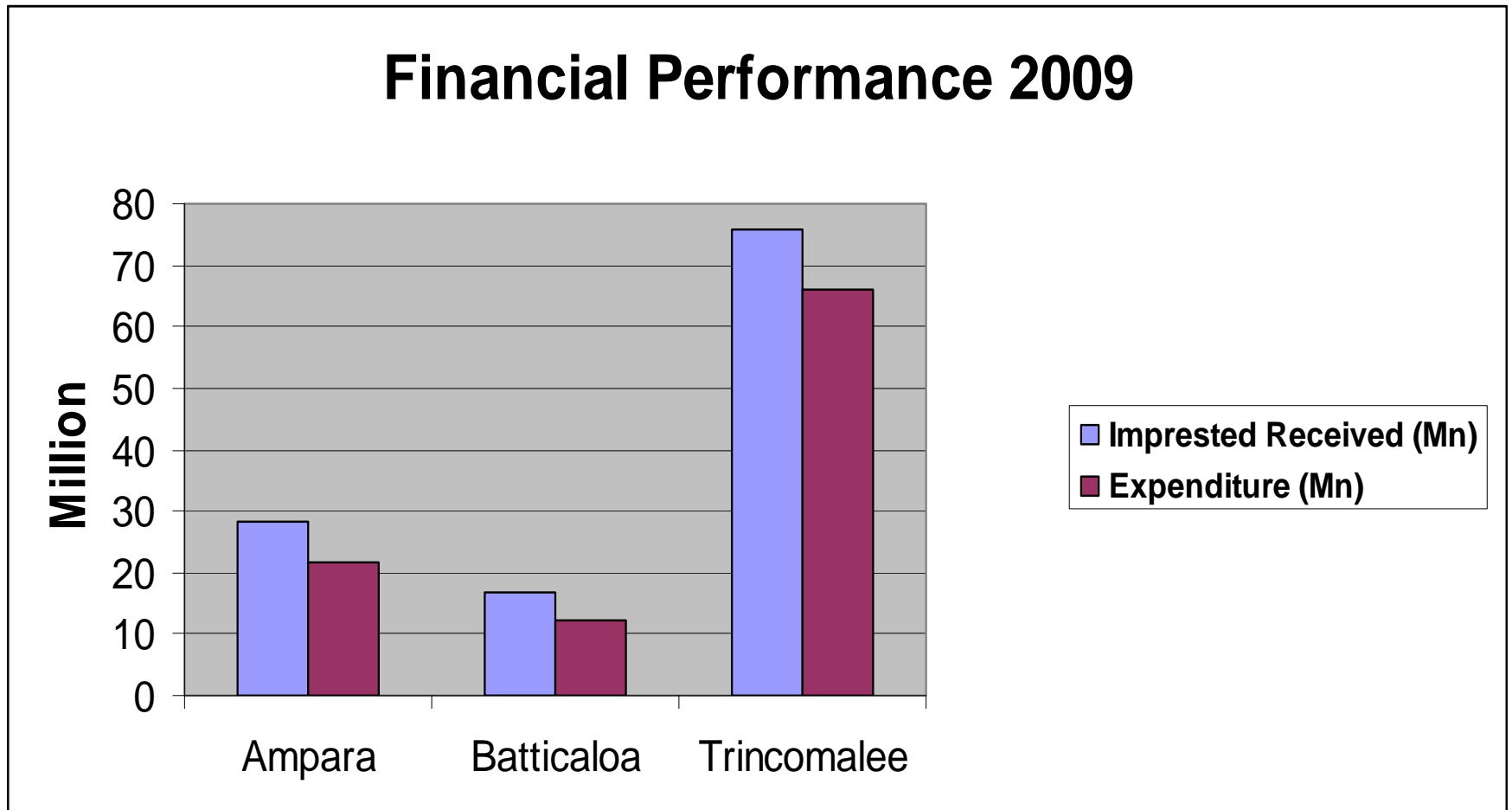
01. Financial Performance is indicated in the Bar Chart.  
 02. Quantity of services delivered is indicated in the Pie Chart.

**Quantity of Services Delivered - 2009**

**Table 13**

<b>No</b>	<b>Name of Clients</b>	<b>No. of Works</b>	<b>Percentage (%)</b>
1	Agriculture works	12	6.63
2	Chief Secretary's Secretariat	3	1.66
3	Chief Minister's secretariat works	12	6.63
4	PPSC works	1	0.55
5	Social Service works	7	3.87
6	Rural Industries works	13	7.18
7	High court & District court works	4	2.21
8	Probation & child care works	10	5.53
9	Ministry of Road Development works	10	5.53
10	DCS (Administration) works	10	5.53
11	Governor's works	5	2.76
12	Dept. of Land & Administration works	2	1.10
13	CEB works	1	0.55
14	A.P & H works	8	4.42
15	M.D.T.D works	4	2.21
16	D.C.S. Planning	1	0.55
17	Health works	32	17.68
18	Co – operative work	1	0.55
19	Provincial council Member's work	39	21.55
20	Central works	6	3.31





Some of the Photo Graphs are annexed to show the performance of the department of buildings where the design and execution were performed by this department.



Cultural Hall at Arayampathy, Batticaloa  
TEC : 16.767 Million





Cultural Hall at Pettalai, Valaichchenai,  
Batticaloa  
TEC : 15 Million





Library building at Trincomalee  
TEC:58.05Mn



20 Unit Domitory for female Officers  
at Varothayanagar  
TEC:25.2Mn



Medical Officer's Qrs. Base Hospital , Kalmunai  
TEC : 11.875 Million



Agrarian Service Centre, Sainthamaruthu  
TEC : 10.8 Million

## **8.0 CONCLUSION**

In conclusion I would like to place on record my appreciation to all categories of staff of this Department for the assistance extended by them.. Without their assistance the performance levels indicated herein would have been impossible. While thanking them sincerely I look forward for their unstinted support and dedication in years to come.

I also like to specifically mention that the deep appreciation, of the guidance and assistance rendered by the Honorable Governor, Eastern Province, Hon Chief Minister, Eastern Province, Hon. Minister of Road Development, Irrigation, Housing, & Construction, Rural Electrification & water supply, Eastern Province, Chief Secretary, Eastern Province, Secretary to the Honorable Governor, Eastern province, Secretary to Ministry of Road Development, Irrigation, Housing, & Construction, Rural Electrification & water supply, Eastern Province, all Chief Engineers, Executive Engineers, and the staff in the course of my administration of the Buildings Department, Eastern Province in the Year 2009.

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