

**MINISTRY OF PLANTATION INDUSTRIES
AND
EXPORT AGRICULTURE**



**SUGARCANE RESEARCH INSTITUTE
ACTION PLAN – 2020**



**SUGARCANE RESEARCH INSTITUTE
UDA WALAWE
2020**



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Introduction

The Sugarcane Research Institute (SRI) is a statutory body established by the Act of Parliament no. 75 of 1981 (ratified on 29 December 1981), for conducting research on cultivation and processing of sugarcane to cater to technical and technological needs for the development of the sugarcane industry of Sri Lanka, which, until 1981, was undertaken by the Research and Development Division of the Sri Lanka Sugar Corporation (SLSC).

The Institute was formally inaugurated on 29th April 1983 by the then Minister of Agricultural Development and Research, Hon. Gamini Jayasuriya. SRI has been functioning as an independent institution since 1st January 1984 under the purview of several ministries, initially, under the Ministry of Agricultural Development and Research, and later, under the Ministries of Plantation Industries, Cooperatives, Supplementary Plantation Crop Development, Minor Export Crop Promotion, Sugar Industry Development and Public Enterprise and Kandy City Development. Presently, SRI is functioning under the purview of the Ministry of Plantation Industries.

The institute's main research complex is located at Uda Walawe. In November 2019, SRI purchased a land with a building at No. 743/25, Fourth Lane, Muwanhelawatte, Thalangama North, Malambe for its Colombo Office and it will act as institute's liaison office situated in the vicinity of administrative capital Battaramulla. The institute has its quarantine station at Hantane, an arrowing station at Enselwatte, Deniyaya and a pathology farm at Siyambalanduwa. There are four regional offices at Buttala, Siyambalanduwa, Badulla, and Hingurana where Development Officers have been posted to carry out dissemination of knowledge and technologies. In addition, field offices have been established at Kantale and Kilinochchi to undertake activities for revitalisation of sugarcane industry in those areas. The activities that commenced in 2017 on the development of small-scale sugarcane cultivation and processing in Hanguranketha and Walapane areas in Nuwara Eliya district will be continued.

The research, technology transfer and development activities of the institute are carried out by eight technical divisions, namely, Crop Improvement, Crop and Resource Management, Crop Nutrition, Crop Protection, Processing Technology, Mechanisation Technology, Economics Biometry and Information Technology and Technology Transfer and Development. Administration and Finance Division provides support services on all administration and financial management for smooth functioning of the institute.

The vision of the institute will be "to be the centre of excellence in sugarcane technologies and the leader in sugarcane industry development in Sri Lanka".

The mission of the institute will be "development and transfer of appropriate sugarcane technologies to enhance competitiveness of, and to contribute to expand and develop, the local sugarcane industry in a sustainable manner".

The goals of the institute for the five year-period from 2016 to 2020 are to:

- i. increase productivity and/or reduce costs of cultivation and processing of sugarcane and of its co-products processing;
- ii. expand commercial sugarcane cultivation in non-traditional sugarcane-growing areas;
- iii. diversify sugarcane land use and processing industries;
- iv. protect sugarcane-growing/producing environment;
- v. transfer technologies and promote their adoption;
- vi. ensure formulation and implementation of appropriate policies and regulatory measures required for the development of the sugar sector by relevant authorities; and
- vii. develop human resources with high-calibre scientists and state-of-the art research infrastructure, and gain access to latest scientific literature whilst providing the staff with congenial working and living environment to enable cutting-edge research in sugarcane and improve research outputs.

The main objectives of the institute are to:

- i. enhance varietal diversity with improved commercial attributes in local sugarcane plantations;
- ii. improve sugarcane crop management;
- iii. ensure efficient utilisation of land, soil and water resources in sugarcane production with minimum environment degradation;
- iv. diversify sugarcane land use;
- v. mechanise sugarcane farming;
- vi. improve processing efficiencies of sugarcane and of its co products;
- vii. diversify sugarcane-based products;
- viii. increase stakeholder knowledge of sugarcane technologies and provide necessary institutional coordination and support for adoption/commercialisation of such knowledge;
- ix. expand and develop sugarcane-based cottage-level industries;
- x. lead and guide authorities for formulation and implementation of policies and regulatory measures;
- xi. ensure high-calibre staff;
- xii. ensure modern infrastructure and library and information communication technology (ICT) facilities for research and technology transfer and development activities and congenial working environment for the staff; and
- xiii. increase productivity of scientific, and technical and administrative support staff of the institute.

The targets of the institute by the year 2020 are:

- i. Providing technical guidance for
 - a. increasing cane yield by 80% (up to 100 t/ha; 120t/ha under irrigation and 80 t/ha under rain-fed) and sugar recovery rate by 25% (up to 10%)
 - b. reducing cost of cultivation by at least 10%
 - c. increasing alcohol yield by about 10%
 - d. increasing quality of jaggery/syrup
 - e. introduction of new sugarcane-based products.
- ii. Expansion of area under cane for small-scale processing industries up to 500 ha and establishment of small-scale value-added industries.
- iii. Providing modern infrastructure for the institute
- iv. Increasing productivity of staff

To achieve the above-mentioned targets, long-term research, technology transfer and development, manpower development and institution development programmes will be implemented.

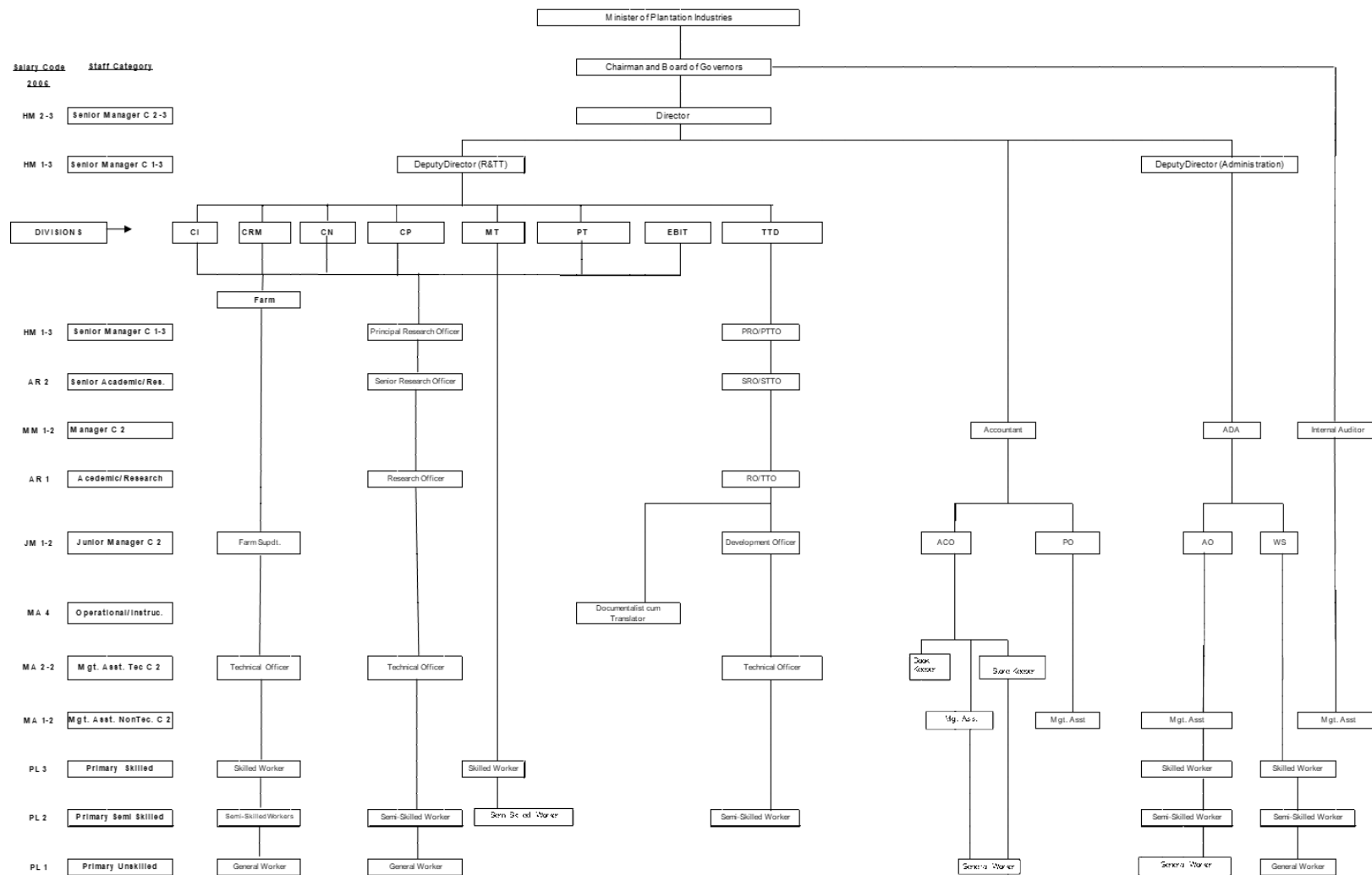
The main thrust areas of the research, technology transfer and development activities are:

- i. sugarcane crop improvement
- ii. sugarcane crop and resource management
- iii. sugarcane crop nutrition
- iv. sugarcane crop protection
- v. mechanisation
- vi. processing and product development
- vii. dissemination of knowledge
- viii. small-scale sugarcane industry development

Organisation Structure

The existing organisation structure of the institute is shown below:

ORGANOGRAM OF THE SUGARCANE RESEARCH INSTITUTE



DIVISIONS:

CI - Crop Improvement
 CRM - Crop and Resource Management
 CN - Crop Nutrition
 CP - Crop Protection
 MT - Mechanisation Technology
 PT - Processing Technology
 EBIT - Economics, Biometry and Information Technology
 TTD - Technology Transfer and Development

MA - Management Assistant (Accounting), Management Assistant (Clerical & Typing), Receptionist cum Telephone Operator
 Skilled Workers - Driver, Tractor Driver, Mason/Plumber, Carpenter, Mechanic, Welder, Fitter, Blacksmith, Electrician, Machinist
 Semi-Skilled Workers - Lab/Field Attendant, Water Pump Operator, Circuit Bungalow Keeper
 Un-Skilled Workers - Lorry Bus Cleaner and General Worker

ADA - Assistant Director Administration
 AO - Administrative Officer
 PO - Procurement Officer

Manpower Position

The manpower position of the institute as at 30th April 2020 is shown below:

Staff category	Salary code	Designation	Approved cadre	Existing cadre	No. in position	
					Personal to person in position	According to PA Circular 15/2014**
Senior Manager	HM 2-3	Director	01	01	-	-
Senior Manager	HM 1-3	Deputy Director (R&TT)	01	-	-	-
		Deputy Director (A)	01	01	-	-
		Principal Research Officer	05	01	-	-
		Principal Technology Transfer Officer	01	-	-	-
Senior Academic/ Research	AR2	Senior Research Officer	04	04	-	-
		Senior Technology Transfer Officer	01	-	-	-
Academic/Research	AR1	Research Officer	16	16	-	-
		Technology Transfer Officer	01	01	-	-
Manager	MM 1-2	Accountant	01	01	-	-
		Internal Auditor	01	01	-	-
		Assistant Director (Administration)	01	01	-	-
Junior Manager	JM 1-2	Accounting Officer	01	01	-	-
		Administrative Officer	01	01	-	-
		Procurement Officer	01	-*	-	-
		Development Officer	05	05	-	-
		Farm Superintendent	01	01	-	-
		Works Superintendent	01	01	-	-
Operational/ Instructional	MA 4	Documentalist-cum-Translator	01	-	-	-
Management Assistant- Technological	MA 2-2	Technical Officer	20	20	-	-
		Store Keeper	01	01	-	-
		Book Keeper	01	-	-	-
		Inspector of Works	-	-	01	-
Management Assistant– Non-Technological	MA 1-2	Management Assistant	18	18	-	-
		Telephone Operator/Receptionist	01	01	-	-
		Works Supervisor	-	-	01	-
Primary-Level Skilled	PL 3	Driver	12	10*	-	-
		Tractor Driver	02	01*	-	02
		Electrician	02	01	-	-
		Welder	01	01	-	-
		Fitter	01	01	-	-
		Blacksmith	01	01	-	-
		Carpenter	02	02	-	-
		Mason/Plumber	01	-*	-	-
		Mechanic	01	01	-	-
Primary-Level Semi-Skilled	PL2	Lab/Field Attendant	09	09	-	01
		Water Pump Operator	03	03	-	-
		Circuit Bungalow Keeper	01	01	-	-
Primary-Level Unskilled	PL 1	General Worker	69	68*	-	-
		Lorry/Bus Cleaner	01	01	-	-
		Office Peon/Messenger	01	01	-	-
		Worker	-	-	14	23
Total			193	176	16	27

Notes: * Arrangements have been made to fill vacancies.

Budget – 2020 (First 05 Months)

The estimated budget for the first 05 months of the year 2020 is as follows:

Description	Rs. Million
Income:	
Treasury grant	162.00
SRI	0.00
Total	162.00
Expenditure:	
Recurrent	122.00
Capital	40.00
Total	162.00

The allocation of funds is as follows:

Description	Allocation for 2020 (Rs Million)		
	CF	GF	Total (Rs
Recurrent	122.00	0.00	122.00
Capital	40.00	0.00	40.00
Total	162.00	0.00	162.00

Note: CF – Consolidated funds; GF – Generated funds.

Activity Plan – January to May 2020

The activities along with their implementation timeframe and targets are shown below:

1.	Programme	Project	Activity	K P I N o	SDG No		Target/ Output (millions/ %)	Quarterly target for 2020								Remarks (Responsible officer)
								Q1		Q2		Q3		Q4		
								Tar. (%)	Act.	Tar.	Act.	Tar.	Act.	Tar.	Act.	
2.	Research (R)	Development of superior sugarcane varieties		03, 04, 05	2.3, 2.4	F	16.75	10.52		16.75						Breeder Entomologist, Pathologist, Biometrician, Soil Scientist, Microbiologist, Mill Technologist and Economist
						P	45	30		45						
3.			CI/01/20: Enrichment of <i>Saccharum</i> germplasm through local expeditions / importation and quarantine (January 2020 - December 2020) – CF	04	2.5	F	0.82	0.5		0.82						Breeders, Entomologist, Pathologist
						P	65	45		65						
4.			CI/01/84: Conservation of <i>Saccharum</i> germplasm (January to December 2020) (Continuous from January 1984) – CF	04	2.5	F	2.26	1.8		2.26						Breeders
						P	85	70		85						
5.			CI/02/20: Hybridisation for 2020 series for commercial attributes and true seed processing (January to December 2020) – CF	04	2.3, 2.4	F	0.50	0.32		0.50						Breeders
						P	12	8		12						
6.			CI/03/20: Seed sowing and establishment of seedling nursery – SL 2019 series (January - December 2020) – CF	04	2.3, 2.4	F	0.63	0.3		0.63						Breeders
						P	22	10		22						
7.			CI/04/20: Varietal evaluation – Stage 1 of 2019 series (October 2020 - March 2022) – CF	04	2.3,2.4	F	-	-		-						Breeders
						P	-	-		-						
8.			CI/03/19:Seed sowing and establishment of seedling nursery – SL 2018 Series (January – December 2020) – CF	04	2.3, 2.4	F	0.35	0.24		0.35						Breeders
						P	100	95		100						
9.			CI/05/20: Varietal evaluation – Stage 1 of SL 2018 series (January 2020–April 2021)	04	2.3, 2.4	F	0.65	0.26		0.65						Breeders
						P	75	25		75						

10.			CI/04/19: Varietal evaluation – Stage 1 of 2017 series (June 2019 –December 2020) – CF	0 4	2,3, 2,4	F	0.83	0.47		0.83						Breeders
						P	50	35		50						
11.			CI/06/20: Varietal evaluation – Stage 2 of SL 2017 series (June 2020 - January 2022) – CF	0 4	2,3,2,4	F	0.59	0.29		0.59						Breeders
						P	40	30		40						
12.			CI/04/18: Varietal evaluation – Stage 1 of 2016 series (September 2018 –December 2020) – CF	0 4	2,3, 2,4	F	1.00	0.38		1.00						Breeders
						P	100	95		100						
13.			CI/05/19: Varietal evaluation – Stage 2 of SL 2016 series (October 2019 to December 2020)-CF	0 4	2,3, 2,4	F	0.80	0.45		0.80						Breeders
						P	50	30		50						
14.			CI/05/18: Varietal evaluation – Stage 2 of SL 2015 series (September 20198 to December 2020)-CF	0 4	2,3,2,4	F	0.43	0.25		0.43						Breeders
						P	90	85		90						
15.			CI/06/19: Varietal evaluation – Stage 3 of SL 2015 series (September 2019 - December 2020)- CF	0 4	2,3,2,4	F	0.46	0.27		0.46						Breeders
						P	35	25		35						
16.			CI/08/18: Varietal evaluation - Stage 3 SL 2014 series (October 2018 to July 2020) – CF	0 4	2,3,2,4	F	0.35	0.24		0.35						Breeders
						P	66	60		66						
17.			CI/07/20: Preliminary evaluation of sugarcane varieties - SL 2014 series (July 2020 – December 2022) – CF	0 4	2,3,2,4	F	0.16	-		0.16						Breeders
						P	3.5	-		3.5						
18.			CI/07/19: Preliminary evaluation of sugarcane varieties – SL 2013 series (September 2019 - December 2021) – CF	0 4	2,3,2,4	F	-	-		-						Breeders
						P	-	-		-						
19.			CI/07/18: Multiplication of sugarcane varieties of SL 2012 series (October 2018 – March 2020	0 4	2,3,2,4	F	0.25	0.14		0.25						Breeders
						P	99	95		99						
20.			CI/08/20: Preliminary evaluation of sugarcane varieties - SL 2012 series (January 2020 - April 2021) – CF	0 4	2,3,2,4	F	0.59	0.29		0.59						Breeders
						P	60	40		60						
21.			CI/08/19: Evaluation of sugarcane varieties at UdaWalawe- SL 2010 and SL 2011 series (October 2019 –December 2023) –CF	0 4	2,3,2,4	F	0.33	0.17		0.33						Breeders
						P	15	10		15						
22.			CI/09/19: Evaluation of sugarcane varieties at UdaWalawe- SL 2009 series (September 2019 to December 2023) _CF	0 4	2,3,2,4	F	0.33	0.17		0.33						Breeders
						P	18	15		18						
23.			CI/10/19: Evaluation of sugarcane varieties at UdaWalawe- SL 2008 series (October 2019 to December 2023) – CF	0 4	2,3,2,4	F	0.18	0.12		0.18						Breeders
						P	36	30		36						
24.			CI/12/18: Evaluation of sugarcane varieties at UdaWalawe – SL 2007 series (July 2018 to February 2022) - CF	0 4	2,3,2,4	F	0.59	0.30		0.59						Breeders
						P	70	66		70						
25.			CI/10/17: Evaluation of sugarcane varieties at UdaWalawe – 2005, 2006 series (January 2017 to December 2020) – CF	0 4	2,3,2,4	F	0.52	0.32		0.52						Breeders
						P	75	70		75						
26.			CI/11/16: Evaluation of sugarcane varieties in different sugarcane-growing areas in Sri Lanka - SL 2005, 2006 and SL 2007 series (January 2016 to December 2022)-CF	0 4	2,3,2,4	F	0.37	0.27		0.37						Breeders, Entamologist, Pathologist, bio metrical of SRI
						P	38	35		38						

27.			CI/12/16: Evaluation of sugarcane varieties in different sugarcane-growing areas in Sri Lanka – SL 2003 and SL 2004 series (January 2016 to December 2021)-CF	0 4	2,3,2,4	F	0.27	0.19		0.27						Breeders, Entamologist, Pathologist, bio metrical of SRI
						P	89	87		89						
28.			CI/09/17: Evaluation of varieties in different sugarcane-growing areas in Sri Lanka – SL 2002 series (October 2017 to December 2021) –CF	0 4	2,3,2,4	F	0.35	0.18		0.35						Breeders, Entamologist, Pathologist, bio metrical of SRI
						P	65	61		65						
29.			CI/15/16: Elimination of white leaf disease susceptibility in varieties SL 98 2087, SL 98 2549 and smut susceptibility in SL 98 2118 through callus culture (January 2016 - December 2020) – CF	0 4	2,3,2,4	F	0.07	0.05		0.07						Breeders, pathologists
						P	99.5	99		99.5						
30.			CI/16/16:Regeneration of variety SL 83 06 and production of disease-free seed stocks of the newly- released varieties (January 2016 to December 2020) –CF	0 4	2,3,2,4	F	0.15	0.75		0.15						Breeders
						P	100	98		100						
31.			CI/09/20: Selection of stage 1 of SL 2018 series by combined selection (January 2020 - December 2022)-CF	0 4	2,3,2,4	F	0.13	0.09		0.13						Breeders
						P	15	10		15						
32.			CI/10/20: Evaluation of genetic variability of <i>Saccharumofficinarum</i> through in-vitro mutagenesis in callus culture technique (January 2020- December 2021)	0 4	2,3,2,4	F	0.13	0.07 5		0.13						Breeders
						P	35	20		35						
33.			CI/11/20: Gene expression studies related to the sugar content and maturity of variety SL 96 128 (January - December 2020)-CF	0 4	2,3,2,4	F	0.10	0.06		0.10						Breeders
						P	32	20		32						
34.			CI/12/20: Detection of transovarial transmission of white leaf disease in inter-specific hybrids (January - December 2020) – CF	0 4	2,3,2,4	F	0.10	0.06		0.10						Breeders
						P	35	25		35						
35.			CP/01/20: Evaluation of different sugarcane varieties for resistance to major diseases and pests(January - December 2020) – CF	0 5	2,4	F	1.554	1.02 6		1.55 4						Pathologists, Entomologist
						P	35	25		3						
36.			PT/01/20:Testing sugarcane varieties for jaggery production(January - December 2019) – CF	0 4	2,3	F	0.48	0.2		0.48						Microbiologist, Mill Technologist, Breeders
						P	70	40		70						
37.			CN/02/20:Analysis of soil, plant and sugar samples for other divisional research and industry needs (January – December 2020)-CF			F	0.29	0.2		0.29						Soil scientists
						P	35	25		35						
38.			EBIT/01/20:Economic assessment of new sugarcane technologies (Variety) (January - December 2020) – CF	0 3	2,3	F	0.061	0.03 8		0.06 1						Economist
						P	35	10		35						
39.			EBIT/05/20:Providing biometrical and IT services to crop improvement research (January - December 2020) – CF	0 3	2,3	F	0.075	0.05		0.07 5						Economists, Biometrician
						P	65	20		65						

40.		Development of improved crop and land management practices		03, 04	2.3, 2.4, 12.2	F	5.626	3.528		5.626						Agronomist- water management, Soil Scientist, Economist
						P	45	30		45						
41.			CRM/02/16: Investigation of fallow management practices in sugarcane farming in the Dry Zone of Sri Lanka(January 2016 – December 2020) – CF	03	2.4	F	0.7	0.35		0.7						Agronomist, Economist
						P	93	85		93						
42.			CRM/03/18: Assessment of soil water balance and water productivity in rain-fed sugarcane In Sri Lanka (January 2018 – December 2020)- CF	03	2.4, 12.2	F	1.2	0.8		1.2						Agronomist- water management
						P	89	82		89						
43.			CRM/01/20:Analysis of agro-meteorological conditions of major sugarcane-growing areas in Sri Lanka in 2019(January – December 2020) – CF	03, 04	2.4, 12.2	F	0.65	0.47		0.65						Agronomist – water management
						P	55	25		55						
44.			CRM/02/20: Screening of new herbicides identified for testing weed control in sugarcane in 2019(January – December 2020) – CF/GF	03, 04	2.4, 12.2	F	0.80	0.52		0.80						Agronomist
						P	65	25		65						
45.			CRM/03/19: Evaluation of new sugarcane varieties of SL 2003 series for maturity patterns (January 2019 – December 2020)–CF	03, 04	2.4, 12.2	F	1.00	0.51		1.00						Agronomist
						P	75	55		75						
46.			CRM/03/20: Investigation of the effect of polythene mulching for weed controlling in sugarcane (January – December 2020) –CF	03, 04	2.4, 12.2	F	0.45	0.36		0.45						
						P	50	25		50						
47.			CN/02/20: Analyses of soil, plant and sugar samples for other divisional research needs and industry needs (January - December 2020) – CF	03	2.3	F	0.29	0.2		0.29						Soil Scientist
						P	35	25		35						
48.			EBIT/01/20:Economic assessment of new sugarcane technologies (crop management practices) (January - December 2020) – CF	03	2.3	F	0.061	0.038		0.061						Economist
						P	35	10		35						
49.			EBIT/02/20: Economic assessment of sugarcane cultivation and sugar production in Sri Lanka for the year 2020 (January - December 2020) – CF	03	2.3	F	0.40	0.23		0.40						Economist
						P	50	30		50						
50.			EBIT/05/20: Providing biometrical and IT services for crop and resource management research (January - December 2020) – CF	03	2.3	F	0.075	0.05		0.075						Economist, Biometrician
						P	50	30		50						
51.		Development of sugarcane soil		03	2.3, 2.4, 12.2	F	3.086	1.588		3.086						Soil Scientist, Biometrician,

		fertility management practices		04		P	40	30		40						Economist
52.			CN/01/19: Development of organo-mineral fertiliser for sugarcane using sugarcane industry by-products(January 2019 - December 2020) – CF	0304	2.4	F	0.9	0.5		0.9						Soil Scientist, Biometrician, Economist
						P	65	60		65						
53.			CN/02/17: Revision of fertiliser recommendations for Sevanagala and Pelwatte (January 2017 -December 2021) – CF	03	2.3	F	0.95	0.4		0.95						Soil Scientist, Biometrician, Economist
						P	15	10		15						
54.			CN/01/20: Detail evaluation of N and K response of sugarcane variety SL 96 128 for yield and quality parameters (January 2020 - December 2022) – CF	03	2.3, 12.2	F	0.50	0.2		0.50						Soil Scientist, Biometrician, Economist
						P	20	10		20						
55.			CN/03/20: Evaluation of the suitability of compound fertilisers for sugarcane cultivation in Sri Lanka (January 2020 -December 2022) – CF and DF			F	0.60	0.4		0.60						
						P	20	10		20						
56.			EBIT/01/20:Economic assessment of new sugarcane technologies (fertiliser application and soil management practices) (January - December 2020)– CF	03	2.3	F	0.061	0.038		0.061						Economist
						P	35	10		35						
57.			EBIT/05/20:Providing biometrical and IT services for crop nutrition research (January - December 2020) – CF	03	2.3	F	0.075	0.05		0.075						Economist, Biometrician
						P	50	30		50						
58.		Development of sugarcane pest and disease management practices		05, 12	2.3, 2.4	F	4.709	2.773		4.709						Pathologist, Entomologist
						P	45	35		45						
59.			CP/02/15:Investigation of the sugarcane smut disease and its causative agent (January 2015 - December 2020) – CF	05	2.3	F	0.715	0.461		0.715						Pathologist
						P	35	25		35						
60.			CP/02/19: Development of sugarcane WLD management program (January - December 2020)	05	2.4	F	0.696	0.447		0.696						Entomologists, Pathologists
						P	35	25		35						
61.			CP/03/20:Provision of crop protection services to other divisions of SRI, sugar industries and farmers (January - December 2020) – CF	05	2.3	F	0.751	0.414		0.751						Pathologists, Entomologists
						P	30	25		30						
62.			CP/02/20: Development of IPM package for sugarcane borers (January 2020-December 2022)	05	2.3	F	1.00	0.669		1.00						Entomologist
						P	12	5		12						
63.			CP/03/17 Studying the effectiveness of the existing recommendation on temperature-time combinations of hot-water treatment and adoption of cold-soak treatment in eliminating pathogens in seedcane causing smut, leaf scald	05	2.3	F	0.891	0.444		0.891						Pathologists
						P	35	15		35						

			and WLD diseases in sugarcane (August 2017 - December 2020) – CF													
64.			EBIT/01/20:Economic assessment of new sugarcane technologies (crop protection practices) (January - December 2020) – CF	03	2.3	F	0.061	0.038		0.061						Economist
						P	35	10		35						
65.			EBIT/05/20:Providing biometrical and IT services for crop protection research (January - December 2020)– CF	12	2.3	F	0.075	0.05		0.075						Economist, Biometrician
						P	50	30		50						
66.			EBIT/03/20: Development of appropriate protocol for detection of smut reaction of the sugarcane varieties (January –December 2021)- CF			F	0.52	0.25		0.52						Biometrician, Pathologist
						P	40	15		40						
67.		Development/Introduction of appropriate sugarcane farm machinery		03, 04, 05	2.3	F	1.666	0.688		1.666						Engineer, Economist, Biometrician
						P	35	25		35						
68.			MT/01/17: Design, construction and/or modifications of hot-water treatment plants (January 2017- December 2019) – CF	05	2.3	F	0.79	0.3		0.79						Engineer, Economist
						P	25	10		25						
69.			MT/02/17: Introduction and/or development of appropriate machinery for sugarcane (January 2017 - December 2019) – CF	04	2.3	F	0.74	0.3		0.74						Engineer, Economist
						P	20	10		20						
70.			EBIT/01/20:Economic assessment of new sugarcane technologies (farm machinery) (January - December 2020) – CF	03	2.3	F	0.061	0.038		0.061						Economist
						P	35	10		35						
71.			EBIT/05/20: Providing biometrical and IT services for sugarcane mechanisation research (January - December 2020) – CF	03	2.3	F	0.075	0.05		0.075						Economist, Biometrician
						P	50	30		50						
72.		Increasing processing efficiencies and development of sugarcane-based value-added products		03, 04, 12	2.3, 2.4, 12.2, 12.4	F	2.204	1.264		2.204						Microbiologist, Economist, Biometrician, Mill Technologist.
						P	30	20		30						
73.			PT/02/10: Evaluation of the potential of using sugar factory and distillery wastes for the production of a carrier medium for phosphate-solubilising micro-organisms and the production of bio-fertiliser (2010 - December 2020)– CF	03,	2.4, 12.2, 12.4	F	0.57	0.32		0.57						Microbiologist,
						P	16	10		16						
74.			PT/02/20: Development of sugarcane-based value-added products (January - December 2020) – CF	04	2.3	F	0.9	0.5		0.9						Microbiologist,
						P	33	20		33						

75.			PT/03/19: Determining optimal conditions for efficient juice clarification process at sugar factories (January 2019- December 2020) – CF	04	2.3	F	0.308	0.156		0.308						Mill Technologist
						P	33	20		33						
76.			CN/02/20: Analyses of soil, plant and sugar samples for other divisional research needs and industry needs (January - December 2020) – CF	12	2.3	F	0.29	0.2		0.29						Soil Scientists, Chemists
						P	45	30		45						
77.			EBIT/01/20: Economic assessment of new sugarcane technologies (sugarcane-based products and processes) (January - December 2020) – CF	03	2.3	F	0.061	0.038		0.061						Economist
						P	35	10		35						
78.			EBIT/05/20: Providing biometrical and IT services for sugarcane processing and product development (January - December 2020) – CF	12	2.3	F	0.075	0.05		0.075						Economist, Biometrician
						P	50	30		50						
79.	Cross-cutting project	Investigations on the performance of the commercial sugarcane varieties SL 96 128 and SL 98 2524 at field and factory level: the reasons for low sugar recovery and remedies for improvement	Investigation of sugar content in cane and sugar recovery in the factory and the effects of climate change on cane maturation	05	2,4	F	0.7	0.4		0.7						DD (R & TT), Breeders, Agronomists, Processing Technologists, Sugar Chemists, Biometrician, Economists, Extension Officials, Factory managers, Agronomists of sugar industries
						P	35	20		35						
80.																
81.	Technology Transfer (R)	Dissemination of knowledge and technologies on sugarcane		08, 10	2.3, 2,4	F	5.77	3.53		5.77						PRO-Extension, Technology Transfer Officer (TTO), Development Officers(DOs), Biometrician, Economist
						P	40	30		40						
82.			TT/01/20: Promotion of new sugarcane varieties: SL 83 06, SLI 121, SL 89 1673, SL 90 6237, SL 92 4918, SL 92 4997, SL 92 5588, SL 95 4033, SL 95 4430, SL 95 4443, SL 96 128, SL 96 328, SL 98 2524, SL 98 2524, SL 00 95, SL 00 354, SL 00 603, SL 00 652 and SL 04 624 among cane growers (January – December 2020) – CF	10	2.3	F	0.46	0.28		0.46						PRO-Extension, TTO, DOs
						P	25	15		25						
83.			TT/02/20: Promotion of mechanisation technology in sugarcane cultivation (January – December 2020) – CF	10	2.3	F	0.25	0.16		0.25						PRO-Extension, TTO, DOs
						P	33	20		33						

84.			TT/03/20: Promotion of intercropping cucumber, ground nut, cowpea, water melon and chillies with sugarcane, and integrated cropping systems(January – December 2020) – CF	1 0	2.3	F	0.80	0.58		0.80						PRO-Extension, TTO, DOs
						P	45	30		45						
85.			TT/04/20: Promotion of soil fertility management, rehabilitating degraded sugarcane lands and increasing water use efficiency by farmers (January – December 2020) – CF	1 0	2.4	F	0.70	0.38		0.70						PRO-Extension, TTO, Dos, Soil Scientists
						P	40	25		40						
86.			TT/05/20: Promotion of recommended planting techniques of sugarcane cultivation (January – December 2020) – CF	1 0	2.3	F	0.20	0.10		0.20						PRO-Extension, TTO, DOs
						P	35	25		35						
87.			TT/06/20: Improvement of cane quality and reducing post harvesting losses by increasing farmer knowledge and adoption of best management practices and promoting the use of sugarcane co-products (January – December 2020) – CF	1 0	2.3	F	0.46	0.28		0.46						PRO-Extension, TTO, DOs
						P	40	30		40						
88.			TT/07/20: Promotion of adopting best management practices of sugarcane (January – December 2020) – CF	1 0	2.3	F	0.56	0.44		0.56						PRO-Extension, TTO, DOs
						P	40	30		40						
89.			TT/08/20: Improvement of knowledge and adoption of pest and disease management (January – December 2020) – CF	0 5	2.3	F	0.51	0.35		0.51						PRO-Extension, TTO, DOs
						P	45	30		45						
90.			TT/09/20: Improving sugarcane farmers' knowledge and skills on entrepreneurship (January – December 2020) – CF	0 8	2.3	F	0.40	0.24		0.40						PRO-Extension, TTO, DOs
						P	40	30		40						
91.			TT/10/20: Providing training/services at the requests of sugar companies/other institutions, conducting exhibitions and publishing SRI newsletter and the Journal Sugarcane Sri Lanka (January – December 2020) – CF	0 8	2.3	F	0.51	0.24		0.51						PRO-Extension, TTO, DOs
						P	45	30		45						
92.			TT/11/19: Assessment of technology and training needs of farmers (January – December 2020) – CF	1 0	2.3	F	0.10	0.06		0.10						PRO-Extension, TTO, DOs
						P	85	60		85						
93.			TT/12/19. Adoption of SRI recommended technologies by farmers and farmers' perception of the impact of SRI introduced technologies in achieving farming objectives (January – December 2020) – CF	1 0	2.3	F	0.20	0.16		0.20						PRO-Extension, TTO, Dos, Economist
						P	85	60		85						
94.			TT/13/18. Information seeking behaviour and the use of ICTs by extension personnel of sugar sector (January – December 2020) – CF	1 0	2.3	F	0.10	0.02		0.10						TTO, DOs
						P	85	60		85						
95.			EBIT/04/20:Maintaining and updating SRI web site (January – December 2020) – CF	1 0	2.3	F	0.52	0.24		0.52						Economist, Biometrician

						P	50	30		50						
96.																
97.	Developm ent (R/C)	Production and supply of foundation and commercial seedcane of new sugarcane varieties and promotion of small-scale sugarcane- based processing industries	D/01/18: Sugar Sector Development activities (January 2017 to December 2020) – CF	0 1 , 0 2 , 0 3 , 0 5	2.3	F	7.15	4.37		7.15						Agronomist and Extensionists/ SRI and agronomists of sugar companies
						P	40	30		40						
98.		(Capital)	i. Control of sugarcane white leaf disease in Sevanagala, Pelwatte and Hingurana (2017- 2020) – CF (C)	0 3 , 0 5	2.3	F	1.5	0.75		1.5						Extensionists and agronomists of sugar companies
						P	20	10		20						
99.			ii. Expansion of sugarcane cultivation and establishment of small-scale processing industries in Badulla and NuwaraEliya districts (January - December 2020) – CF (R)	0 2	2.3	F	0.65	0.45		0.65						Extensionists and development officers
						P	35	25		35						
100.			iii. Production of seedcane and expansion of sugarcane cultivation for small-scale processing industries in Kilinochchi (January - December 2020) – CF (R)	0 2	2.3	F	1.00	0.67		1.00						Agronomists
						P	35	25		35						
101.			D/02/18: Production of foundation seedcane at UdaWalawe and Kantale(January - December 2020) – CF (R)	0 1 , 0 3	2.3	F	4.00	2.5		4.00						Breeders
						P	60	25		60						
102.	Support services (R)	Support services (Consolidated fund)				F	76.53 9	32.0 5		76.5 39						
						P	45	30		45						
103.			i . Maintenance of research farm (January- December 2020) – CF	0 4	2a	F	21.5	9.5		21.5						Farm superintendent
						P	50	25		50						
104.			ii. MT/RS/01/19: Construction and maintenance of protected fence for sugarcane land(January -December 2020) - CF	0 4	2a	F	0.71	0.45		0.71						Engineer
						P	65	25		65						
105.			iii. MT/RS/02/19: Repair and maintenance of vehicles, tractors and farm implements (January- December 2020) – CF	0 4	2a	F	0.90	0.60		0.90						Engineer
						P	48	25		48						

106.			Administrative and financial support services (January-December 2020) (CF/GF)	04	2a	F	53.429	21.5		53.429						Administrators, Accountant
						P	45	35		45						
107.	Infrastructure development (CF/GF/MF) (C)			02, 04	2a	F	21.6	16.1		21.6						Procurement Officer
						p	36.25	30		36.25						Accountant Director
108.			Rehabilitation/Improvement of capital assets			F	24.6	16.1		24.6						Procurement Officer
109.						P	48	30		48						Accountant Director
110.			i. Improvement of buildings and structures (January-December 2020) (CF)	04	2a	F	12.5	7.8		12.5						
						p	50	40		50						
111.			ii. Improvement of infrastructure (CF)	04	2a	F	12.1	8.30		12.1						
112.				04	2a	P	45	35		45						
113.			Acquisition of capital assets		CF	F	13.9	6.34		13.90						Procurement Officer
114.						C	50	30		50						Accountant Director
115.			i. Furniture and office equipment (CF)	04	2a	F	2.85	2.2		11.05						
116.						P	50	30		50						
117.			ii. Plant machinery and equipment (CF)	04	2a	F	11.05	4.14		5.0						
118.						P	50	30		50						
119.	Training and professional development of staff (R)		Training and professional development of staff (GF) (Included in administrative expenses)	04	2a	F	1.0	0.65		1.0						DD (R&TT) and Director
						P	35	25		35						

Notes: Financial Targets (F): In Rupees million; Physical Targets (P): In percentages
Funding sources: CF- Consolidated Funds; MF- Ministry Funds; GF- Generated Funds; DF- Donor Funds; FF- Foreign Funds
Type of Funds: R - Recurrent; C - Capital
Additional KPI: 12 – Number of samples analysed / services provided

Procurement Plan - 2020 (January - May)					Rs.						
Budget Code	Item	Procurement Category	Procurement Method	Level of Authority	January	February	March	April	May	Amount	Funding Source
2001	Building and Structures										
	Renovation of quarters - G2:2 2019	Works	NCB	DPC(Minor)		1,300,000				1,300,000	Treasury
	Construction of security hut - Deniyaya -2019	Works	NCB	DPC(Minor)		700,000				700,000	Treasury
	Rehabilitation of crop nutrition laboratory -2019	Works	NCB	DPC(Minor)	2,800,000		1,000,000	1,200,000	1,000,000	6,000,000	Treasury
	Administration building renovation -2019	Works	NCB	DPC(Minor)			1,500,000			1,500,000	Treasury
	Laying tiles of the CP laboratory -2019	Works	NCB	DPC(Minor)		500,000				500,000	Treasury
	Fixing of aluminium doors and windows -2019	Works	NCB	DPC(Minor)				2,500,000		2,500,000	Treasury
	Sub Total				2,800,000	2,500,000	2,500,000	3,700,000	1,000,000	12,500,000	
2004	Infrastructure Development										
	Networking -2019	Goods	NCB	DPC(Minor)		1,200,000				1,200,000	Treasury
	Contraction of retaining wall and fixing gate - Deniyaya 2019	Works	NCB	DPC(Minor)		1,500,000				1,500,000	Treasury
	Construction of retaining wall - Hantana 2019	Works	NCB	DPC(Minor)			1,400,000			1,400,000	Treasury
	Lab benches and pantry cupboards 2019	Works	NCB	DPC(Minor)		700,000				700,000	Treasury
	Met station - Deniyaya - 2019	Goods	NCB	DPC(Minor)		250,000				250,000	Treasury
	Curating for the divisions -2019	Works	NCB	DPC(Minor)				500,000		500,000	Treasury
	Day-care centre renovation	Works	NCB	DPC(Minor)		250,000				250,000	Treasury
	Deniyaya Fencing	Works	NCB	DPC(Minor)	500,000	500,000				1,000,000	Treasury
	Fencing	Works	NCB	DPC(Minor)		800,000				800,000	Treasury
	Lightning protection	Goods	NCB	DPC(Minor)			1,000,000	1,500,000		2,500,000	Treasury
	Facilities for Deniyaya hybridisation satation	Works	NCB	DPC(Minor)					2,000,000	2,000,000	Treasury
	Sub Total				500,000	5,200,000	2,400,000	2,000,000	2,000,000	12,100,000	

	Acquisition of capital assets										
2102	<i>Furniture and Equipment</i>										
	Furniture and office equipment	Goods	NCB	DPC(Minor)	250,000	250,000	100,000	100,000	109,000	809,000	Treasury
	House hold furniture and office equipment	Goods	NCB	DPC(Minor)		250,000	500,000	250,000	250,000	1,250,000	Treasury
	Computers and accessories	Goods	NCB	DPC(Minor)	125,000	125,000	200,000	250,000	91,000	791,000	Treasury
	Sub Total				375,000	625,000	800,000	600,000	450,000	2,850,000	
2103	Plant Machinery and Equipment										
	Sprinkler irrigation system	Goods	NS	DPC(Minor)	50,000					50,000	Treasury
	Portable digital balance	Goods	NS	DPC(Minor)	30,000					30,000	Treasury
	Brush cutters	Goods	NS	DPC(Minor)	106,000					106,000	Treasury
	Rechargeable multi pippets	Goods	NS	DPC(Minor)	250,000					250,000	Treasury
	Bagasse pol extractors	Goods	NS	DPC(Minor)		500,000				500,000	Treasury
	pH meter	Goods	NS	DPC(Minor)	60,000					60,000	Treasury
	Juice filter	Goods	NS	DPC(Minor)	40,000					40,000	Treasury
	BOD incubator	Goods	NS	DPC(Minor)			600,000			600,000	Treasury
	Factory cane trailer	Goods	NS	DPC(Minor)			400,000			400,000	Treasury
	Water pump	Goods	NS	DPC(Minor)	150,000					150,000	Treasury
	Dip Irrigation system	Goods	NS	DPC(Minor)		400,000				400,000	Treasury
	Spray tank 2	Goods	NS	DPC(Minor)	40,000					40,000	Treasury
	Multi pipette Researchable - 01 No's	Goods	NS	DPC(Minor)			250,000			250,000	Treasury
	Digital Balance	Goods	NS	DPC(Minor)			350,000			350,000	Treasury
	Industrial Fan	Goods	NS	DPC(Minor)				35,000		35,000	Treasury
	Refrigerator	Goods	NS	DPC(Minor)				700,000		700,000	Treasury
	Bush Cutters	Goods	NS	DPC(Minor)				125,000		125,000	Treasury
	Tools & Equipment	Goods	NS	DPC(Minor)		914,000			1,200,000	2,114,000	Treasury

	Refrigerator (-80oC)	Goods	NCB	DPC(Minor)					2,500,000	2,500,000	Treasury
	Leaf Grinding machine - 01 no's	Goods	NCB	DPC(Minor)					1,500,000	1,500,000	Treasury
	Safety Items	Goods	NCB	DPC(Minor)					100,000	100,000	Treasury
	Spinner	Goods	NS	DPC(Minor)					250,000	250,000	Treasury
	Tele lens for SLR digital Camera	Goods	NS	DPC(Minor)					200,000	200,000	Treasury
	Photocopiers	Goods	NS	DPC(Minor)					300,000	300,000	Treasury
					726,000	1,814,000	1,600,000	860,000	6,050,000	11,050,000	
	Control of White Leaf Disease (WLD)				250,000	250,000	250,000	250,000	500,000	1,500,000	Treasury

Monthly Financial Requirements – 2020(January to May) (Rs.)

Description	JAN	FEB	MAR	APR	MAY	TOTAL
Total Income (Treasury Funds)	20,675,000	25,325,000	37,450,000	38,550,000	40,000,000	162,000,000
Total Expenses	20,675,000	25,325,000	37,450,000	38,550,000	40,000,000	162,000,000
EXPENSES						
<i>Recurrent</i>						
Personnel Emoluments	11,500,000	11,500,000	16,500,000	16,500,000	16,500,000	72,500,000
Travelling	125,000	125,000	500,000	500,000	500,000	1,750,000
Supplies	1,358,791	1,358,791	3,000,000	3,000,000	3,000,000	11,717,582
Maintenance Expenditure	650,000	650,000	2,000,000	2,000,000	2,000,000	7,300,000
Services	1,000,000	1,000,000	4,500,000	4,500,000	4,500,000	15,500,000
Transfers & Other Recurrent Expenditure	1,366,209	1,366,209	3,500,000	3,500,000	3,500,000	13,232,418
Sub total	16,000,000	16,000,000	30,000,000	30,000,000	30,000,000	122,000,000
<i>Capital</i>						
Rehabilitation & Improvement of Capital Assets	3,300,000	7,700,000	4,900,000	5,700,000	3,000,000	24,600,000
Acquisition of Capital Assets	1,125,000	1,375,000	2,300,000	2,600,000	6,500,000	13,900,000
Control of white leaf disease (WLD)	250,000	250,000	250,000	250,000	500,000	1,500,000
Total	4,675,000	9,325,000	7,450,000	8,550,000	10,000,000	40,000,000

Internal Audit Plan - 2020

Aims of the internal auditing

The internal auditing aims at assisting the governing body of the institute to take management decisions by providing necessary information and guidance to achieve its mandated objectives in efficient and accurate manner by minimising deficiencies, mistakes and arrears.

The internal auditing is done by conducting auditing activities by planning properly to inspect and observe covering main research complex at UdaWalawe and all the other regional units and sub stations over the year without evasions and arrears.

Strategies of the internal auditing program

Inspection of all activities carried out in the institute in compliance with the following:

- Commonly-accepted financial regulations and principles
- Accounting and auditing standards
- Decisions taken by the Board of Governors and relevant office orders / circulars
- Availability of proper approval from relevant authorities
- Proper reporting and maintaining records
- Accuracy of calculation
- Accuracy of comparisons and reconciliations
- The accepted Manual of Procedures of the institute

Reporting system

The reports are submitted according to the model frame prescribed by the finance regulation of 38 in 1971 and 13 (5) C Para and as approved by the Department of Auditor General.

Details of the proposed internal auditing program year - 2020

Purchasing and Trader Debtors	<p>Confirmation of submitting indents before purchasing items.</p> <p>Confirmation of following procurement procedures for purchasing goods / services.</p> <p>Confirmation of whether the purchasing items/obtaining services were done according to the requirements and considering market price, quality of products, fixed assets, warranty if applicable , terms and conditions applicable, etc.</p> <p>Making sure that the quantity and quality parameters have been satisfied before receiving goods / services.</p> <p>Inspecting whether all documents relevant to procurement such as approval, power of authorising, quotations, placing orders and maintaining invoice are in order.</p> <p>Making sure that record keeping and maintaining ledger post are accurate and in order.</p>
Salaries, Wages and Overtime Payments	<p>Confirmation of accurate preparation of monthly salaries, wages and overtime.</p> <p>Confirmation of preparation of salary, wages and overtime only for the present employees.</p> <p>Inspecting attendance records of all employees.</p> <p>Inspecting accuracy of calculating overtime hours.</p> <p>Confirmation of correct implementation of annual salary increments.</p> <p>Inspecting accurate deduction of all E.P.F., E.T.F. Loan instalments and interest.</p> <p>Confirmation of sending the above deductions to the respective institutes in time.</p> <p>Confirmation of banking unpaid salaries, wages and overtime.</p>

	Observing paying salaries, wages and overtime.
Calling for bids and awarding	<p>Confirmation of obtaining approval from the Board of Governor's before initiating tender procedure.</p> <p>Confirming whether the tender notices have been published properly.</p> <p>Inspecting whether tender documents have been prepared properly.</p> <p>Confirmation of issuing tender documents during the defined time period.</p> <p>Confirmation of appointing tender committee according to the procurement guidelines.</p> <p>Confirmation of closing of tender documents on time.</p> <p>Critical assessment of T.E.C. reports.</p> <p>Confirmation of offering tender according to the procurement guidelines.</p>
Building construction, development and maintenance	<p>Inspecting whether Board of Governor's approval has been obtained.</p> <p>Inspecting whether the new construction has been properly planned and relevant approval has been obtained from the local government authorities</p> <p>Confirmation of tender procedures has been followed.</p> <p>Critical assessment of tender board decisions.</p> <p>Inspecting whether the payment has been made only for the completed work.</p> <p>Confirmation of preparing estimates for maintenance works.</p> <p>Confirmation of numbering each project and recording whether goods / services have been used for relevant project</p> <p>Inspecting quality of the works is within the expected standard.</p>

Bank reconciliation	<p>Confirmation of preparing bank reconciliation monthly.</p> <p>Confirmation of making necessary adjustments for correcting errors found in reconciliation.</p> <p>Inspecting accuracy of bank reconciliation.</p>
Vehicle usage and fuel consumption	<p>Confirmation of maintaining a running chart for each vehicle.</p> <p>Inspecting whether the vehicles are used only for official duties.</p> <p>Comparative assessment of distances recorded in running charts with actual distance to the destination.</p> <p>Confirmation of obtaining approval before using vehicles.</p> <p>Inspecting whether the fuel consumptions records are kept properly, fuel consumptions and running distances falls within the given standard and vehicle servicing are in order.</p> <p>Confirmation keeping records for vehicle maintenance, repair, replacing tyre, charging batteries, services in the log book.</p>
Comparisons of budget with the actual	<p>Confirmation of the availability of provisions in the budget for different divisions and expenses are made within the allocated limits.</p> <p>Inspection of transfer of allocated funds for the use of other purpose.</p> <p>Investigating reasons for not using allocated money for particular reasons.</p> <p>Comparative assessment of current year budget with the previous year budget and investigating reasons if there are any major deviations.</p>
Fixed assets and inventory items	<p>Confirmation of updating fixed assets and inventory registers annually.</p> <p>Confirmation of recording all inventory items purchased during the year and fixed assets in the relevant of registers.</p>

	<p>Confirming whether the prescribed procedure has been followed and necessary approval has been obtained when removing the item from the register.</p> <p>Confirmation of verifying all the fixed assets and inventory items annually at the year end.</p>
Staff salary revisions	<p>Confirmation of obtaining approval from the board of governors for the salary revisions.</p> <p>Inspecting accuracy of each employees' entitle salary after implementing all salary revisions.</p> <p>Inspecting the implement salary revisions are relevant with the guide line given by the management service department.</p> <p>Confirmation of accurate calculation of salary arrears after each salary revision.</p>
Loan given to the staff and its recoveries (distress loan, housing loan, vehicle loan, book loan, festival advances, etc.)	<p>Confirmation of submission of duly-filled loan applications, accurate nomination and submission of required information of guarantees, etc. if applicable and due approval has been given according to the financial regulations.</p> <p>Confirmation of monthly recovering of loan instalments, accurate calculation and deduction of its interest, etc.</p> <p>Inspecting default loan and actions that have been taken against such debtors.</p> <p>Confirmation of keeping and updating loan recovery records properly.</p>
Staff attendance, staying on duty and leave records maintenance	<p>Inspection of attendance of all employees and records of their in and out.</p> <p>Comparing leave particulars with the attendance records.</p> <p>Confirmation of maintaining attendance and leave records.</p> <p>Inspecting records of employees who are going on no-pay and actions that have been taken against them.</p> <p>Confirmation of the employees is in duty places during working hours by surprise inspections.</p>

Duties of the security services, security personals, attendance and performances of their duties	<p>Confirmation of accurate record keeping of all categories of security personnel and records of their in and out.</p> <p>Inspection of duties of all categories of the security personnel.</p> <p>Confirming all categories of security personnel are in their duty places and inspecting their monthly payments.</p> <p>Confirmation of due execution of all terms and conditions applicable in the security service agreement.</p>
Fringe benefits	<p>Confirmation of paying medical benefits within the entitled limits of an each employee.</p> <p>Confirmation of accurate calculation of entitled medical benefit for each employee and systematic keeping of records.</p> <p>Comparison of accordance of the medical expenses requested for reimbursement with the values available in the bills.</p> <p>Inspection of use of vehicle for medical trips and charges deducted from the entitled benefit.</p> <p>Confirmation of reimbursement of officers' mobile phone bill according to the approved conditions.</p>
Main stores and bin card records	<p>Confirmation of writing GRN for all goods.</p> <p>Confirmation of accurate recording of all goods received and prices in the ledger folio.</p> <p>Confirmation of issuing items from the store always based on an SRN.</p> <p>Confirmation of recording all receipts and issues in the ledger folio.</p> <p>Confirmation of proper maintenance of all ledgers.</p>
Sudden cash checking	Inspection of institute's petty cash book and consumer register maintained in each division to curtail misuse and illegal payments of public funds.
Special Investigations	Conducting special investigations for any incidences upon the request made by the institute's management.
Examining research projects	Investigating details of a selected research project included in the annual research plan, its estimated

	<p>budget and purchased goods and services.</p> <p>Inspecting progress of each on-going research project.</p>
Income (cess on locally produced sugar and interest from treasury bills)	<p>Confirmation of accurate calculation of cess income received from locally- produced sugar.</p> <p>Confirmation of banking all receipts on time.</p> <p>Comparison of issuing cess certificates with customs reports.</p> <p>Investigating details of unpaid cess and action taken to recover them.</p>
Income from interest and other investments	<p>Inspecting details of all investment, confirming accuracy of benefit received from them and assuring correct accounting procedure.</p> <p>Confirmation of receiving, accounting and recording other income / benefits correctly.</p>
Inspecting activities of all sub stations (Hantane, Siyambalanduwa, Deniyaya, Kantale and Kilinochchi)	<p>Inspecting and checking activities of sub stations.</p> <p>Inspecting attendance of officers, workers and security personnel.</p> <p>Inspecting petty cash imprest of all substations.</p> <p>Inspecting fixed assets and inventory items in all substations.</p> <p>Identifying difficulties and problems of all substations.</p> <p>Investigating and reporting whether the expected objectives are achieved by each substation.</p>
Institute's production	<p>Inspecting production of jaggery and cane syrup.</p> <p>Confirmation of due execution of sales and distribution of the above products.</p> <p>Confirmation of due receipts of income from the above sales to the institute and accurate accounting them.</p>
Maintaining employees' personal files	<p>Examining personal files of all officers and other categories of employees and finding out deficiencies of them, copies of certificate to be included, authorisation and payment of annual increments, regular updating, etc.</p>

Usage of fertilisers and agro-chemicals	Inspecting fertilisers and agro-chemicals used by each division and reporting any deficiencies of their usage.
Activities of Development Officers (DO)	<p>Inspecting activities of all DOs offices established.</p> <p>Confirming whether the expected objectives are achieved by each DOs office.</p> <p>Reviewing progress of the services provided to sugarcane farmers by each DOs office.</p> <p>Ensuring establishment of good relationships between sugarcane farmers and DOs office.</p>
Activities of outstation projects	<p>Investigating whether the projects carried out are relevant to sugarcane industry</p> <p>Investigation activities and progress of the officers/workers attached to each project</p> <p>Confirmation of achieving expected objectives of each such project</p>
Checking sales of Factory cane and Seed cane	<p>Sale of factory cane and Seed cane to Sevanagala, Pelwatta, Hingurana, Ethimale reconciled with the weigh bridge tickets and confirming sales income whether receive to institute and accuracy of the receiving.</p>
Checking the maintenance division repairing work	Checking prepared estimate for the job and compare with the actual cost (material, labour and other cost)
Conducting and attending audit and management meeting	Audit & Management committee meeting have to be held in every quarter, for the meeting to be prepare the booklet with the relevant documents and to be distributed to the among the members of the A.M.C. and conducting meeting.

PROPOSED INTERNAL AUDIT PLAN FOR 2020 (UPTO OCTOBER 2020) WORKING SCHEDULE

Action Plan for Internal Auditing

<u>Item</u>	<u>Attention working days</u>
01. Purchasing and Trade Debtors	15
02. Salaries, Wages and O/T	08
03. Tender Procedure	05
04. Constructing, Developing and Maintaining Buildings	08
05. Bank Reconciliation	04
06. Vehicle usage fuel/ Consumption	08
07. Studying budget and comparing its utilisation	04
08. Fixed assets and inventory Items	04
09. Checking employees' salary revision	05
10. Loan issuing to staff (Distress, vehicle, Housing)	06
11. Recovering loan	08
12. Other benefits paying to staff	08
13. Employees' attendance and Leave particulars	06
14. Checking security points, their attendance and payments	02
15. Surprise cash check	-
16. Special investigations if require	-
17. Investigation request by	

	Higher Management	-
18.	Checking of Research Project	08
19.	Checking the maintenance division repair costing	10
20.	Conducting and attending Audit & Management Meeting of S.R.I.	06
	Attending Ministry A.M.C. Meeting	03
21.	Visiting and checking substations Hantane Deniyaya Siyambalanduwa	08
22.	Visiting and checking all DO Office	05
23.	Checking sugarcane nurseries at Kilinochchi Kantale	08
24.	Checking by products produced and sale (S.R.I.)	03
25.	Checking all personal files	03
26.	Checking of use of Fertilizer and weedicides When use in the field	-
27.	Checking of distribution of Seeds cane	-
28.	Checking subsidies paid to farmers	03
29.	Checking sales of Factory cane and Seed cane	03

