



# ADMINISTRATION REPORT 2015



Department of Motor Traffic  
Eastern Province

## **01. Introduction**

The Department of Motor Traffic is responsible for an organized activity to issue revenue license to the public in the Eastern Province. The overall idea of the department is to work toward issuing revenue license in efficient manner.

### **1.1 Present Status**

The Provincial Department of Motor Traffic was established in 1991 in the North East Provincial Council. This Department was originally grouped under the Chief Secretary but with intermediary arrangement, from 2000 it has been grouped under the Provincial Treasury for clear direction and control having regard to the substantiate revenue collections.

The Supreme Court order on 16 October 2006, the North East Province was formally de-merged in to the Northern and Eastern Provinces on 01<sup>st</sup> of January 2007 under Eastern Province the Motor Traffic Department grouped as same as the North East Province.

The department has two tiers in its hierarchy namely Provincial Treasury, which in turn comes under Chief Secretary. The main responsibility of the department is defined by the 13<sup>th</sup> amendment to the constitution, as per the mandate given by the Ninth schedule of the amendment in section 36:4 which states as follows

**“Motor vehicle license fees within such limits and subject to such exemption as may be prescribed by law made by parliament”**

The structure of the Department and its resource allocation are provided according to the Provincial Council Act and other subsequent transitional Power Acts.

## **02. Mandate of the Department**

### **a) Vision**

“Excellence in regulation usage of vehicles in Eastern Province with Public appreciation”.

### **b) Mission**

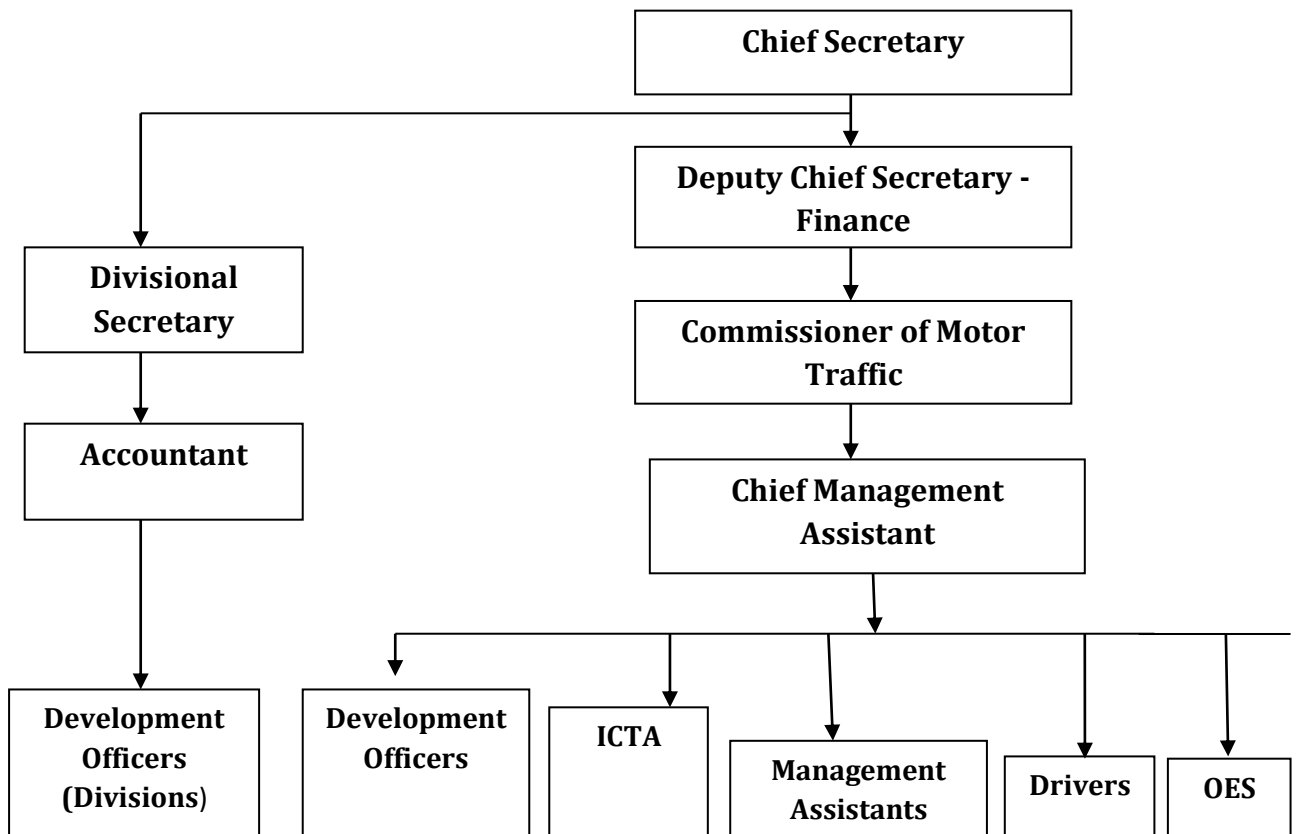
Ensure usage of vehicles through efficient and effective processes for customers by executing the rules and regulations, using modern technology and service network.

**c) Functions**

- Issuing instructions with motor traffic Acts and other connected regulations.
- Giving public notification with regard to the legal requirements.
- Printed revenue license books for motor vehicles and distribute among the divisional Secretariat.
- Transfer and licensing motor vehicles.
- Registration of reputed garages to issue fitness certificates to buses and lorries.
- Ensure fitness of vehicles and road worthiness.
- Accept notice of non use of vehicles.
- Generate revenue by issuing license to vehicles.
- Maintaining efficient information system for vehicle license.
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**03. Organization and Management**

The Department of Motor Traffic is administrated by a Provincial Commissioner who was appointed by the Hon. Governor of the Eastern Province. The organizational chart of the Department is as follows.



### 3.1 Staff

The approved cadre details are as below

S.No	Designation	Service	Grade / Class	DMS Approved Cadre	Cadre as at 31.12.2015
01	Commissioner	SLAS	II	01	01
02	Development Officer	DOS	III/II/I	51	51
03	ICTA	ICTA	III/II/I	00	01
03	Management Assistant	PPMAS	III/II/I	05	05
04	Driver	PDS	III/II/I/Spl	01	01
05	KKS	OES	III/II/I/Spl	02	03
<b>Total</b>				60	62

### 3.2 Movements of Staff during the Year 2015

As usual, some staff got transferred from the departments while a few were transferred to the department. Those who were transferred from and to be scheduled below:

#### 3.2.1 Transfers - Incoming Officers.

S.No	Name	Designation	Date	Transferred From
01.	Mr.K.Nithiyananthan	Development Officer	23.02.2015	Dept.of Irrigation
02.	Mrs.K.Navarangeni	Development Officer	02.02.2015	DS,Karaithivu
03.	Mrs.M.P.A.Sithy Marliya	Development Officer	06.02.2015	Dept. of Rural Industries
04.	Mrs.A.Ruvini	Management Assistant	06.02.2015	PDHS,Trinco
05.	Mr.A.G.A.Sampath	ICTA	09.03.2015	PDHS,Trinco
06.	Mrs.T.Kulavathani	Management Assistant	07.09.2015	Dept. of Audit, NP
07.	Mr.A.Ravi	Development Officer	02.07.2015	ACLG, Batticaloa
08.	Ms.M.B.A.Nirosha	Development Officer	03.10.2015	Ministry of Road

### 3.2.2 Transfers - Out going Officers

S.No	Name	Designation	Date	Transferred To
01.	Mr.T.Achchuthan	Development Officer	20.02.2015	Dept. of Industries
02.	Mr.A.L.M.Jameel	Development Officer	09.02.2015	Zonal Education,Sam manthurai
03.	Mr.K.Kulanthaivadevel	Development Officer	26.02.2015	Dept. of Rural Development
04.	Mr.S.Sumanan	Development Officer	06.07.2015	Pradesiyasaba, Manmunai South Eruvilpattu
05.	Ms.A.G.Najimiya	Development Officer	31.12.2015	Central Indegionus Hospital, Kattankudy
05.	Mrs.S.Subajini	Management Assistant I	01.04.2015	Misistry of Health,
06.	Mr.A.G.A.Sampath	ICTA	23.10.2015	Urban Council, Ampara

### 3.2.3 New Appointments

The under mentioned officers were posted during the year - 2015

S.No	Name	Designation	Date of Appointment
01.	Mr.X.I.Morias	ICTA	01.09.2015

### 3.2.4 Performance Appraisal

As same in the previous years, all the performance appraisals of the staff have been completed for the year - 2015.

### 3.3 Physical Resources

#### 3.3.1 Inventory Items

The following items were purchased for the year 2015

S.No	Items	Nos.
01.	Personal File Cupboard	03
02.	Computer Set HP	02
03.	Printer (dot matrix lq 310)	10
04.	Vehicle Toyata - PF - 9440	01
05.	Laptop	01
06.	Dongle - 16 Dialog - 01 Mobital - 01 Multy	18

#### 3.3.2 Donations

The following items were donated by other Department for the year 2015

S.No.	Items	Nos.	Donated By
01.	Motor Bike VH-7958	01	DCS (Engineering Services), E.P.

#### 3.3.3 Available Physical Resources

S.No.	Items	Nos
01.	Bicycle	01
02.	Binding Machine	01
03.	Chair - Arm (Wooden)	04
04.	Chair Revolving normal with Arm	40
05.	Chair Plastic	10
06.	Cabinet Filling AD-S	04
07.	Cash box Iron	01
08.	Cabinet Steel (4x3)	01
09.	Cash Counter	02
10.	Chair Visitor	04
11.	Chair Low Back	07
12.	Cupboard - Medium (wooden)	03
13.	Cupboard - Library 6x3 Glass	01
14.	Cabinet filling - 3Drawer	01
15.	Dinning Table	01
16.	Dinning Table Chair	06
17.	Fan Pedestal (KDK)	02
18.	Fax Machine - Canon	01
19.	Hand Phone - Sumsung	01
20.	PhotoCopy Machine (Canon)	01
21.	Paper Cutter A3	01
22.	Table - Executive	01

23.	Table – Junior Executive – Steel	01
24.	Table – Senior Executive – Steel	01
25.	Table – Senior Executive – L Table	01
26.	Table (Writing -2Dr)	01
27.	Table (Writing – 41/2 x 21/2)	10
28.	Table (Computer Small)	04
29.	Vacuum Cleaner	01
30.	Vehicle – Ford – PA - 5185	01
31.	Vehicle – Auto – YG-5966	01
32.	Water Tank Sand	01
33.	Computer Acer m 265D/A	02
34.	Computer HP Pro – 300MT	03
35.	Computer Compact -200MT	01
36.	Computer HP Pro 3330	05
37.	Scanner (HP Scanjeth 4050)	01
38.	Router ADSL 2	01
39.	Printer HP 1320	01
40.	Dot Matrix Printer LQDS 15233 web	02
41.	Printer HP Laser p 1005	01
42.	Printer Samsung ml 3310	02
43.	Printer Epson LQ 310 11	04
44.	Laptop	01
45.	LGN Server	01
46.	Generator	01

#### **04. Human Resources Development**

##### **a. Staff Motivation – Skill Developing Training**

##### **4.1 Local Training Programme**

<b>S.No</b>	<b>Name of the Officer</b>	<b>Name of the Programme</b>	<b>Period</b>	<b>Venue</b>
01	Mrs.A.G.R.Ruvini	Effective Provincial Planning Process	01day	MDTU
02	Mr.A.E.Payas	Communication Skill	02days	MDTU
03	Mrs.U.Nalini	Preparation of 2 <sup>nd</sup> EB exam	01	MDTU
04	Mr.R.M.S.Viyaja Bandara	Salary Conversion	02	MDTU
05	Mrs.A.G.R.Ruvini	Pension Matter	01	MDTU
06	Mrs.T.Kulavathani	Coordinator's Training	01	MDTU
07	Mr.S.Mohanakumaran	Store Management	02	MDTU

#### **4.2 Internal Training - Conducted by Dept. of Motor Traffic, E.P.**

<b>S.No</b>	<b>Work Shop</b>	<b>No. of Participants</b>
<b>01</b>	5S and e-RL	15
<b>02</b>	e-RL for division Staff -Trincomalee	08
<b>03</b>	e-RL for division Staff -Batticaloa	12
<b>04</b>	e-RL for division Staff -Ampara	15

#### **4.3 Welfare Society**

A welfare society was formed on 21.05.2014 for the benefit of the staff of the department of motor traffic. It is functioning with various activities. Activities are as follows.

- Farewell for Retirement and Transfer.
- To conduct Traditional happy ceremonies.
- To celebrate religious function
- To contribute for sympathy incident.
- At birthday celebrations officers shall be donated Rs.1,000/= worth of gift.



## 5. Financial Expenditure for the year 2015

### 5.1 Expenditure Statement

#### a) Financial Statement

#### EXPENDITURE STATEMENT - 2015

<b>Vote</b>	<b>Provision for the Year (include supplementary &amp; FR)</b>	<b>Net Expenditure</b>	<b>Deficit / Surplus</b>
1001	12,750,000.00	12,237,965.40	512,034.60
1002	520,000.00	454,194.90	65,805.10
1003	16,396,250.00	16,307,855.81	88,394.19
1101	155,000.00	149,583.78	5,416.22
1201	448,500.00	448,208.20	291.80
1202	510,000.00	494,095.75	15,904.25
1203	16,000.00	16,000.00	0.00
1206	50,000.00	48,679.52	1,320.48
1301	400,000.00	398,262.65	1,737.35
1302	153,750.00	151,299.55	2,450.45
1303	190,000.00	179,666.00	10,334.00
1304	75,000.00	69,295.00	5,705.00
1402	295,000.00	267,276.17	27,723.83
1403	350,000.00	349,985.52	14.48
1405	801,500.00	795,774.93	5,725.07
1506	300,000.00	295,528.43	4,471.57
1703	1,429,000.00	1,426,385.95	2,614.05
<b>Total</b>	<b>34,840,000.00</b>	<b>34,090,057.56</b>	<b>749,942.44</b>

## 5.2 Revenue Collection

The Provincial Department of Motor Traffic issues vehicle license through 44 Divisional Secretariat in the Eastern Province except the Town & Gravets Divisional Secretariat, Trincomalee. Where the activities are directly handle by the Department of MotoTraffic

### EASTERN PROVINCE ANNUAL VEHICLES AND REVENUE SUMMARY - 2015

<i>District</i>	<b>2015</b>				
	<i>vehicle No.</i>	<i>Revenue Collection</i>	<i>Transfer fees</i>	<i>PSV and Garage Registration fees</i>	<i>Total Collection</i>
Trincomalee	68,004	92,705,450.65	56,770.00	500,265.33	93,262,485.98
Batticaloa	87,810	104,533,109.09	1,157,157.70		105,690,266.79
Amparai	130,420	174,845,332.84	2,516,726.00		177,362,058.84
Other Province			700.00		700.00
<b>Total</b>	<b>286,234</b>	<b>372,083,892.58</b>	<b>3,731,353.70</b>	<b>500,265.33</b>	<b>376,315,511.61</b>

#### (a). District Summary – Vehicle and Revenue Collection - 2015

S.No	Division	No.of issued Licences	Revenue Collection	Transfer fees	Other collection	Total Collection
<b>Trincomalee District</b>						
1	Trincomalee Town	25,679	37,417,351.34	34,790.00	498,265.33	37,950,406.67
2	Thampalagamam	4,881	6,306,844.33	-	-	6,306,844.33
3	Muthur	5,850	6,543,321.32	10,990.00	-	6,554,311.32
4	Kinniya	8,657	9,830,336.67	5,600.00	-	9,835,936.67
5	Seruwila	2,400	3,174,537.17	-	-	3,174,537.17

6	Kantale	11,262	17,378,376.66	-	2,000.00	17,380,376.66
7	Morawewa	1,149	1,386,373.00	-	-	1,386,373.00
8	Gomarankadawella	1,458	2,053,597.16	-	-	2,053,597.16
9	Kuchchaveli	3,978	5,105,035.83	2,240.00	-	5,107,275.83
10	Pathavisripura	1,722	2,424,432.50	3,150.00	-	2,427,582.50
11	Eachilampatru	968	1,085,244.67	-	-	1,085,244.67
<b>Sub Total</b>		<b>68,004</b>	<b>92,705,450.65</b>	<b>56,770.00</b>	<b>500,265.33</b>	<b>93,262,485.98</b>

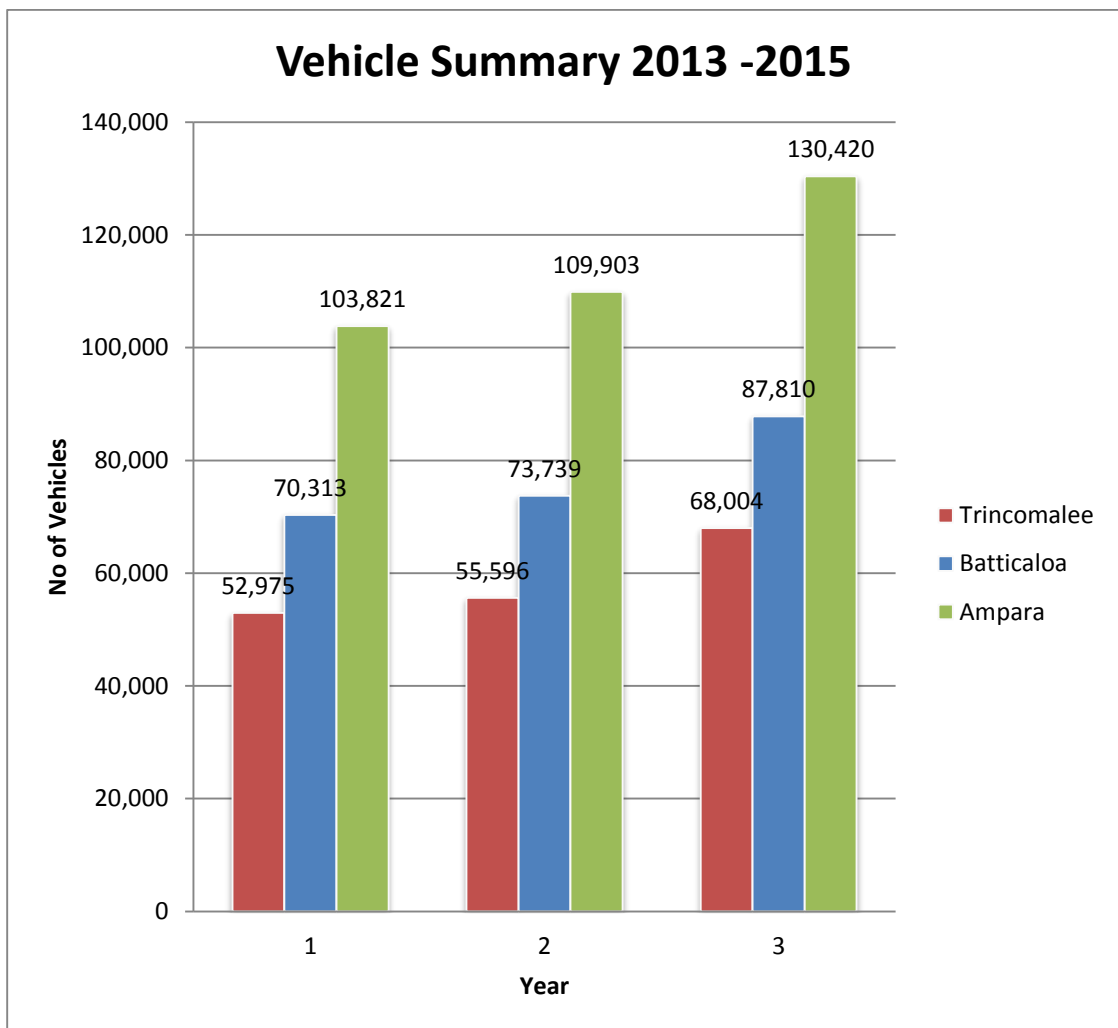
#### Batticaloa District

1	Manmunai North	24,843	32,019,479.66	240,170.00		32,259,649.66
2	Eravoor - Town	5,763	7,432,396.15	88,150.00		7,520,546.15
3	Chenkalady	7,902	8,878,312.85	133,425.00		9,011,737.85
4	Kathankudy	9,229	11,897,836.00	238,000.00		12,135,836.00
5	Oddamavaddi	4,242	5,449,700.34	39,270.00		5,488,970.34
6	Valaichenai	3,523	3,969,729.50	14,350.00		3,984,079.50
7	Araiampathi	4,974	5,815,850.74	78,305.00		5,894,155.74
8	Kaluwanchikuddy	10,000	11,532,885.52	104,587.70		11,637,473.22
9	Vavunaitivu	3,199	2,822,525.00	60,550.00		2,883,075.00
10	Poraitivu pattu	5,088	4,736,423.84	39,620.00		4,776,043.84
11	Paddipalai	3,075	2,981,505.34	45,080.00		3,026,585.34
12	Vaharai	1,002	1,024,869.00	9,570.00		1,034,439.00
13	Kiran	1,993	2,068,246.85	14,350.00		2,082,596.85
14	Koralapattu Central	2,977	3,903,348.30	51,730.00		3,955,078.30
<b>Sub Total</b>		<b>87,810</b>	<b>104,533,109.09</b>	<b>1,157,157.70</b>		<b>105,690,266.79</b>

<b>Amparai District</b>						
1	Amparai	12,809	22,747,355.59	71,030.00		22,818,385.59
2	Addalaichchenai	6,914	8,102,107.49	252,730.00		8,354,837.49
3	Akkaraipathu	8,500	11,154,251.25	437,262.00		11,591,513.25
4	Alayadivempu	4,008	4,148,251.68	85,337.00		4,233,588.68
5	Damana	9,369	11,980,678.65	199,815.00		12,180,493.65
6	Dehiyathakandiya	11,308	18,119,620.17	53,350.00		18,172,970.17
7	Kalmunai	4,742	5,731,168.00	57,545.00		5,788,713.00
8	Kalmunai (M)	9,742	14,377,760.43	184,100.00		14,561,860.43
9	Karaitivu	3,209	3,609,979.18	65,845.00		3,675,824.18
10	Laguhala	1,495	1,944,467.39	4,200.00		1,948,667.39
11	Ninthavoor	6,488	7,560,110.83	158,290.00		7,718,400.83
12	Padiyathalawa	3,078	4,635,560.82	29,800.00		4,665,360.82
13	Pothuvil	4,900	5,596,169.19	105,105.00		5,701,274.19
14	Sammanthurai	12,268	14,753,790.64	314,340.00		15,068,130.64
15	Thirukovil	3,850	3,822,631.12	72,555.00		3,895,186.12
16	Uhana	14,342	19,769,509.81	174,283.00		19,943,792.81
17	Mahaoya	3,246	4,929,830.08	15,400.00		4,945,230.08
18	Irrahamam	2,900	3,050,373.00	72,835.00		3,123,208.00
19	Sainthamaruthu	4,366	5,902,680.84	91,350.00		5,994,030.84
20	Navithanveli	2,886	2,909,036.68	71,554.00		2,980,590.68
<b>SubTotal</b>		<b>130,420</b>	<b>174,845,332.84</b>	<b>2,516,726.00</b>		<b>177,362,058.84</b>
<b>Other Province Transfer fees</b>				<b>700.00</b>		<b>700.00</b>
<b>Grand Total</b>		<b>286,234</b>	<b>372,083,892.58</b>	<b>3,731,353.70</b>		<b>376,315,511.61</b>

**(b). Vehicle Revenue Collection and Transfer Fees in the Eastern Province For the period of 2013 - 2015**

District	2013		2014		2015	
	Vehicle No	Amount	Vehicle No	Amount	Vehicle No	Amount
Trincomalee	52,975	68,761,080.84	55,596	74,237,119.88	68,004	93,262,485.98
Batticaloa	70,313	80,962,502.35	73,739	80,702,953.63	87,810	105,690,266.79
Ampara	103,821	130,825,357.97	109,903	146,053,589.74	130,420	177,362,058.84
						700.00
<b>Total</b>	<b>227,109</b>	<b>280,548,941.16</b>	<b>239,238</b>	<b>300,993,663.25</b>	<b>286,234</b>	<b>376,315,511.61</b>



**5.3 Board of Survey**

Board of Survey 2014 is completed and a sold unusable item on 02.10.2015 and 2015 Board of Survey also completed.

## **06. Way Forward**

The department of Motor Traffic has stepped forward to implement certain activities in the near future to provide adequate services to the public. As such the following activities are planned to implement in the year 2016.

01. To take action for within the Eastern Province, any provincial person can get revenue license at any divisional secretariat in the Eastern Province.
02. To build a own building for the department of Motor Traffic within three years. Now find out the land for this purpose.
03. To get revenue license on the way in vehicle.

## **07. Our Achievements.**

i. Whole of the Eastern Province is issuing electronic Revenue License through LGN. This is the first online service in the Eastern Provincial council.

ii. Our Department fervently presents a website to ensure our clients a speed service with quality and accuracy. Client can apply for their vehicle revenue license at home by setting the relevant payments through the internet by their credit cards or e-cash. This is the one of the big achievements for 2015.

iii. 99% of Cadre will be filled.

iv. Accuracy of Vehicle information system & Revenue collection in Eastern Province.

## **08. Problems and Constraints.**

- Additional Cadre is to be needed (Dos. And ICTAs).FR-71 is submitted to DMS.
- Lack of Technical Staff.
- Language Skill is to be improved.
- No own land and building for our Department

Mrs.V.Raveendran,  
Commissioner of Motor Traffic, E.P.