

# Administration Report 2013



**Deputy Chief Secretary, Engineering Services and  
Infrastructure,  
Eastern Province.**

## **ACKNOWLEDGEMENT**

The Administrative Report of the Office of the Deputy Chief Secretary, Engineering Services and Infrastructure for the year of 2013 contains the information related to our organizational achievement.

It is a pleasure to acknowledge the direction and guidance provided by the Hon. Governor and Hon. Chief Minister in achieving our administrative tasks in the year 2013.

I also wish to convey my sincere thanks to Chief Secretary for his precious guidance in the year of 2013.

Finally, I appreciate and thank all staff who has contributed for successful achievement of our task and duties in 2013. I expect same level of successful achievement in coming years too.

**Eng.K.Paskarathas,**  
Deputy Chief Secretary,  
Engineering Service & Infrastructure.  
Eastern Province.  
Trincomalee.

Date: 30.06.2014

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# ADMINISTRATION REPORT FOR - 2013

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DEPUTY CHIEF SECRETARY'S SECRETARIAT  
(ENGINEERING SERVICES & INFRASTRUCTURE)  
EASTERN PROVINCIAL COUNCIL – TRINCOMALEE

## 1. INTRODUCTION

As devolution of power the Provincial Councils were established as an outcome of the 13<sup>th</sup> amendment of the Constitution of Re-public of Sri Lanka. The Former Northern and Eastern Provinces were temporarily merged as one Province and The North East Provincial Council (NEPC) was formed in 1989. Two fully fledged Ministries were formed in NEP in 1989. They were,

1. Ministry of Roads, Transport and Communication
2. Ministry of Irrigation, Housing and Construction

In 1991, these two Ministries were amalgamated and brought under one umbrella as Ministry of Highways, Construction, Irrigation and Housing which was renamed later as Ministry of Engineering Services. It was suppressed and the Engineering Services unit was brought under the Chief Secretary under the leadership of a Deputy Secretary (Engineering Services).

In 1998 the major Engineering Department were Dismantled from Engineering Services and brought under the other Ministries and the Engineering Services Unit was left with the Following Institution only.

1. Fuel Filling and Service Station in Trincomalee
2. Mechanical Workshop
3. Electrical Under Taking Department

However, the Engineering Services Unit of (NEPC) was again suppressed and the Infrastructure Development Department was formed in 1998. The Infrastructure Development Department was brought under the leadership of a Deputy Secretary, who was functioning as a Technical arm of the Chief Secretary – NEP.

In October 2005, the Infrastructure Development Department was renamed as Engineering Services and Infrastructure and brought under a Deputy Chief Secretary Engineering Services and Infrastructure.

The Office of the Engineering Services and Infrastructure was functioning as an independent unit under the Chief Secretary – NEP. The Major Engineering Departments such as the RDD, Irrigation Department and Building Department were already detached and attached with the other Ministries in 1998.

As per Government Directive the NEP was demerged as Northern Provincial Council and Eastern Provincial Council were formed during the later part of December 2006. Accordingly the staff and assets were shared by both Councils.

The Elections were held in 2008 for Eastern Provincial Council. After the Election the Department of Buildings and Department of Road Development were detached from Deputy Chief Secretary (Engineering Service)'s Secretariat and brought under separate Ministry. Thus the unit is now left with the following subjects to facilitate Development activities in Eastern Province.

Guidance and approval of Maintenance and Repair of Vehicles in Eastern Provincial Council. Guidance, Monitor the Procurement of Cleaning Service and Security Service to Offices in Eastern Province.

- Appropriate Technology
- Exhibition Works
- Technical Auditing
- Technical Guidance
- Preparation of Concept Papers
- Data Bank for construction materials in Eastern Province
- Off Grid Power Generation in remote areas (Solar home systems)

## **2. ORGANIZATION**

### **2.1 Organizational Arrangements**

The Office of the Deputy Chief Secretary (DCS) Engineering Services and Infrastructure Development is a Cluster Office of Chief Secretary (Eastern Province). DCS (Engineering Services and Infrastructure) is the Head of the Institution. He is in charge of all the functions of the office and is answerable to the higher authorities.

### **2.2 Vision**

Competent technical services with appropriate mechanism, enhancing quality infrastructure development and Asset management system in Eastern Province.

### **2.3 Mission**

Providing efficient technical service to ensure productive environment with optimum resources in implementation of programmes & projects and Organizational development by Provincial Agencies.

### **2.4 Key Functions**

- Approval of maintenance and repair of vehicle fleet in EPC.
- Implementation of policy decisions and exercise control and co-ordinate the programmes assigned by EPC.
- Co-ordinate and monitor the maintenance of the fleet of vehicles of EPC.
- Co-ordinate and assist with the procurement of the cleaning services and security services for the offices of EPC.
- Facilitate and promote research activities in the field of construction.
- Placement of newly appointed Engineers with the concurrence of Chief Secretary.
- Implement Annual transfers of Engineers with the concurrence of Chief Secretary.
- Issuance of mechanical reports assisted by Mechanical Engineer.
- Coordinating the Dayata Kirula exhibition activities for EPC.
- Disposal of unserviceable vehicles of EPC.
- Investigation of technical related complaints and reporting to Chief Secretary and to Hon. Governor.

- Preparation of technical reports as and when requested by Chief Secretary and Hon. Governor.
- Chairing technical committee for implementation of civil works under PSDG facilitating to Deputy Chief Secretary (Planning) and other Institutions.

## 2.5 Resources

### 2.5.1 Staff Details

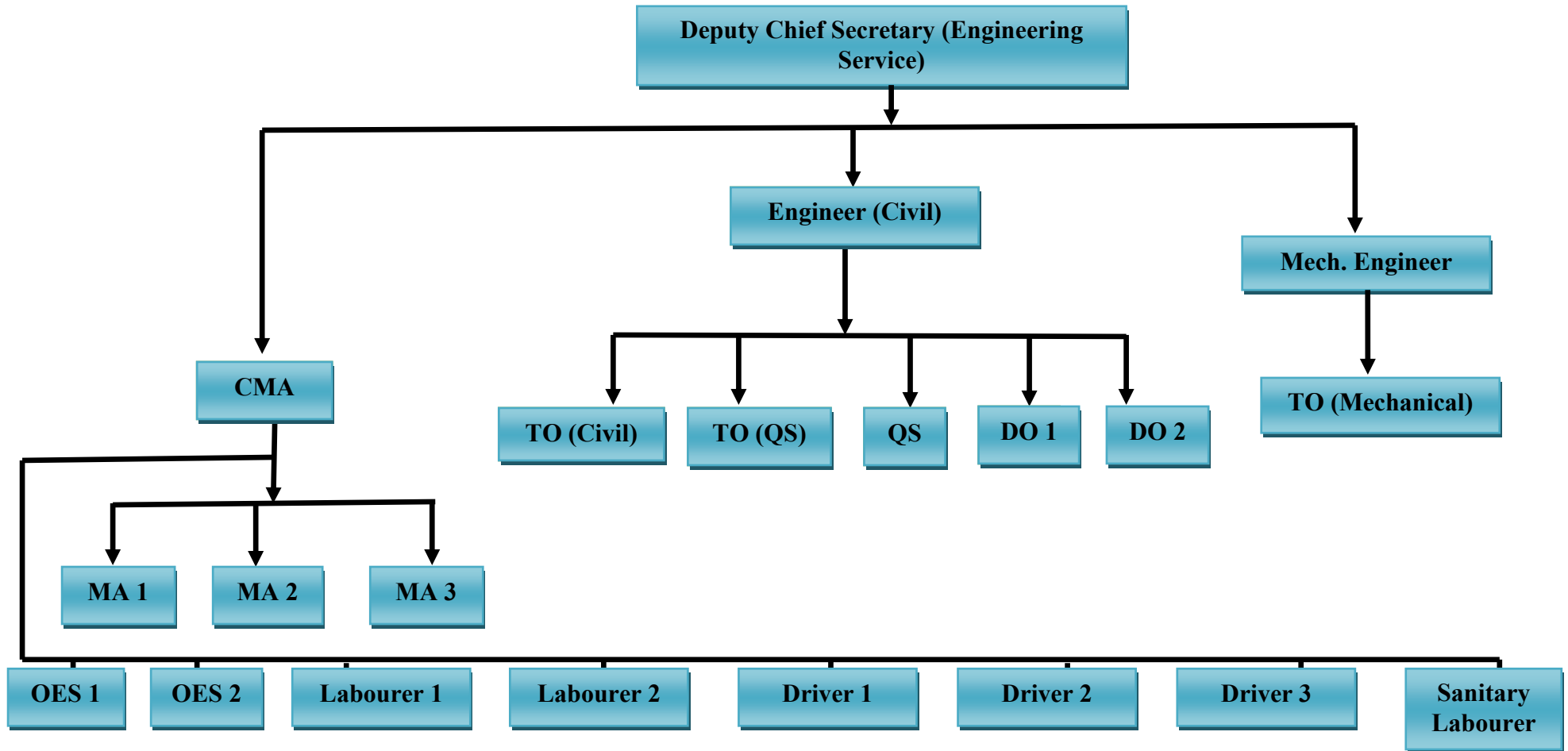
- DCS, Engineering Services had sixteen permanent staff and two trainees.
- Eng. K. Paskarathas assumed duties as Deputy Chief Secretary, Engineering Services in November 2009 after retirement of Eng. T.Thavashalingam.
- From March 2013 Eng.G.Suggumaran assumed duties as Civil Engineer.
- Eng T.Thevatheepan transferred to Road Development Department as an Executive Engineer.

**Table 2.1: Approved Cadre Position For 2013**

Serial No	Service /Department Post	Class/Grade	Required Strength	Present Strength
01.	Deputy Chief Secretary (Eng.Service)	Special	1	1
02.	Engineer (Mechanical)	III/II	1	1
03.	Engineer (Civil)	III/II	1	1
04.	Quantity Surveyor	III/II	1	vacancy
05.	Development Officer	III/II/I	2	1
06.	Technical Officer (Civil)	III/II/I	1	vacancy
07.	Technical Officer (Mechanical)	III/II/I	1	1
08.	Technical Officer (QS)	III/II/I	1	vacancy
09.	Management Assistant	III/II/I	4	4
10.	Driver	III/II/I/Spl	3	2
11.	KKS	III/II/I/Spl	2	3
12.	Labourer	III/II/I/Spl	2	1
13.	Sanitary Labourer	III/II/I/Spl	1	vacancy
<b>Total Cadre Position</b>			<b>21</b>	<b>15</b>



Figure 2.1: Organizational Chart



**Table 2.2: Staff Details of 2013**

<b>Serial No</b>	<b>Name of the officer</b>	<b>Designation</b>
01.	Eng. K.Paskarathas	Deputy Chief Secretary (Engineering Service) (Special)
02.	Eng.G.Suggumaran	Engineer (Civil-III)
03.	Eng.I.Aboohurairah	Technical Officer (Mechanical)
04.	Mr. S.Nirmalanathan	Chief Management Assistant (I)
05.	Mr.A.K.Saifullah	Development Officer (III)
06.	Ms.Tharshanthahi	Management Assistant (III)
07.	Ms.K.Nishanthini	Management Assistant (III)
08.	Mr.M.M.M Hisbullah	Management Assistant (III)
09.	Mr.S.Pusparuban	Driver (II 'B')
10.	A.M.Sawje	Driver (II 'B')
11.	Mr. M.Lingaruban	Labourer ( Electrician)
12.	S.Sutharshan	Labourer ( Electrician)
13.	M.Sivakumar	Office Employee Service (II)
14.	Mr.K.Mahalingam	Office Employee Service (II)
15.	Mrs.T.Sivashakthy	Office Employee Service (II)
16.	Mr.N.Nagarasa	Office Employee Service (I)
17.	Ms.N.Priyanga	Trainee
18.	Ms.A.Sahana	Trainee

**2.5.2 Building****Office Buildings and Accommodation**

Engineering Services Secretariat is located at a separate building in the premises of the Chief Secretariat Complex at Varothayanagar.

**Mechanical Maintenance Unit**

A Mechanical Maintenance Unit under the leadership of a Mechanical Engineer is established to facilitate the Maintenance of the entire vehicle fleet of EPC.

### **Electrical Maintenance Unit**

An Electrical Maintenance Unit was established to facilitate the installation and maintenance of all electrical appliances in the office of EPC. The trained Technicians are helping the authorities to maintain the Electrical Goods in order to facilitate their functions. The Electrical Maintenance unit carried out the fixing of lights for the premises of Chief Secretary's Secretariat, Ministries, Quarters and the Circuit Bungalow. It also monitors the operation of Generator and Lift at the main office building complex at Varothayanagar .

### **2.5.3 Office Vehicles**

The following Vehicles are available.

01. Car (Nissan) - 300 – 9183 (Handed over to PPSC on 16.05.2013)
02. Car - KE 9491
03. Jeep (TATA) - EP KB – 0026
04. Bus - NA – 0224

### **2.5.4 Office Equipments**

The following main equipments are available.

01.	Computer (Laptop - 01)	-	08 Nos
02.	Air condition	-	01 No
03.	Photo Copier	-	02 Nos
04.	Fax Machines	-	02 Nos
05.	Computer Printer	-	09 Nos

### 3. MANAGEMENT DEVELOPMENT

#### 3.1 Skill Development and Capacity Build-Up

Management Assistants had participated the workshops and training programme on

- ✓ Managing of Pension Procedures
- ✓ Salary Conversion Methods
- ✓ Payroll
- ✓ CIGAS
- ✓ Certificate Course in MS Office Application
- ✓ Database Management Using MS Access

Office Employees and Labourers had participated the training programme on

- ✓ Electrical and plumbing
- ✓ Effective Telephone Techniques

Drivers had participated the training programme on

- ✓ Safe Driving, EP

#### 3.2 Organizational Development

**Infrastructure Development Works (Under CBG)**

01.	Improvement of Office Building	-	124,000.00
02.	Purchasing of Office Furniture and Equipment	-	187,000.00
03.	Construction of Common Wash Room for Public	-	996,000.00
04.	Improvement of Internal Road and Street Light	-	909,000.00
05.	Making and fixing EPC Name Board	-	273,000.00

## Infrastructure Development Works



Common Wash Rooms for Public



Improvement to Porch CS'S Secretariat



Improvement to Road System



Making and Fixing EPC Name Board

#### **4. ACHIEVEMENTS IN 2013**

The Engineering Service has achieved its goals by using the available resources for development activities for the betterment of people of Eastern Province.

- ✓ Co-ordinated and participated at the Dayata Kirula National Development Exhibition held at Hardy Ampara on behalf of the Eastern Provincial Council, for its success.
- ✓ Co-ordinated annual Transfer of Engineers within the province and placement of newly recruited Engineers.
- ✓ Co-ordinated to obtain Security Services & Cleaning Services for certain Ministries/ Departments of the province.
- ✓ Co-ordinated for management & monitoring activities of the Heavy machineries in the Eastern Provincial Council.
- ✓ Officers from this Institution participated in the Technical Evaluation Committee as Chairman and members for the purchase of new vehicles, goods and services by other departments.
- ✓ Brochures on Tourism related places of Eastern Province were prepared and distributed at the Deyata Kirula Exhibition 2013.
- ✓ **352** Nos of EPC vehicles were inspected for and produced condition reports for repairs.
- ✓ **39** Nos. vehicles were tested for fuel consumption rate and reported.
- ✓ The 350 KVA Generator and Elevator (lift) were serviced by the sole Agent and safely operated throughout the year for satisfaction of staff and public.
- ✓ Security Services were provided to the vehicle park at Inner Harbour Road round the clock and safe guarded the EPC vehicles.

## 5. FINANCE

### Funds received for Recurrent Expenditure – 2013

TOTAL ALLOCATION	TOTAL EXPENDITURE
Rs. 12,861,000.00	Rs. 11,593,180.05

### Funds Received for Capital Expenditure – 2013 (CBG)

TOTAL ALLOCATION	TOTAL EXPENDITURE
Rs. 3,000,000.00	Rs. 2,488,938.77

## 6. CONSTRAINTS AND ISSUES

- ✓ Engineering Services and Infrastructure Office needs qualified and trained staff as per the approved Cadre (refer vacancies) to perform the task satisfactorily.  
**Approved cadre position for 2013 shows required strength is 21 and present strength is 15. Even though, there are dearth of staff for Quantity Surveyor, Technical Officer (Civil), Technical Officer (QS), Development Officer, Sanitary Labourer, Driver and Labourer.**

## 7. LESSONS AND EXPERIENCES

- ✓ The Electrical Unit and Mechanical Unit are facilitating the authorities in maintaining the available assets created by Engineering Services.
- ✓ Cleaning and Security Services were outsourced as there is no such service cadre available in EPC.
- ✓ Disposal of unserviceable vehicles clear lot of space occupied by them and was a great relief to respective Heads of Institutions and it is revenue to the state.
- ✓ Interaction of other Ministries and Departments working as a team is vital to have high quality products in Eastern Province.

**Eng.K.Paskarathas,  
Deputy Chief Secretary,  
Engineering Services and Infrastructure,  
Eastern Provincial Council.**