

# **ADMINISTRATION REPORT FOR - 2012**

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

### 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 and 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 Ministries. 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 which are not accessible by Grid Supply (Solar home systems)

## 2.0 Organization:

Deputy Chief Secretary (Engineering Services and Infrastructure)'s Secretariat of EPC.

## 2.1 Mission:

Excellent System of Governance, which satisfies the needs and aspirations of the people in the Eastern Province.

## 2.2 Vision:

Mobilization and Optimum Utilization of Resources towards efficient and effective Services and Development of Social and Economic Infrastructure facilities for Improved standard of living of the people of the Eastern Province.

### 2.3 Key Functions:

- Approval of Maintenance and Repair of Vehicles in Eastern Provincial Council.
- Implementation of Policy decisions and exercise control and Co-ordinate the programmes assigned by Eastern Provincial Council.
- Co-ordinate and monitor the maintenance of the fleet of vehicles of Eastern Provincial Council.
- Co-ordinate and assist with the procurement of the Cleaning Services and Security Services for the offices of Eastern Provincial Council.
- Facilitate and promote research activities in the field of Construction.

### 2.4 Organization Chart: (Annexure I)

### 2.5 Approved Cadre Position For 2012

<b>Service /Department Post</b>	<b>Class/Grade</b>	<b>Approved Cadre</b>	<b>Available Number</b>
Deputy Chief Secretary – S.L.E.S	I	1	1
Mechanical Engineers	II/II	0	1
Management Assistant	Supra	1	1(Acting)
Programme Assistant	III	0	1
Management Assistant – MAS	I	1	1
Management Assistant	II & III	5	3
Driver – D.S	II	2	2
O.E.S	I,II,III	2	2
Watcher	-	1	1
Sanitary Laborer	-	1	1
Electrician	-	0	1

## **2.6. Office Buildings and Accommodation:**

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

## **2.7. 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.

## **2.8. 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 office building complex at Varothayanagar.

## **2.9 Office Vehicles:**

The following Vehicles are available.

01. Car (Nissan)	- 300 – 9183
02. Jeep (TATA)	- EP KB – 0026
03. Bus	- NA – 0224

### **2.9.1 Office Equipment:**

The following main equipments are available.

01. Computer	- 08 Nos.
02. Air condition	- 01 Nos
03. Photo Copier	- 02 Nos
04. Fax Machines	- 02 Nos
05. Computer Printer	- 09 Nos

### **3.0 Achievements:**

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

- 3.01. Co-ordinated and participated at the Dayata Kirula National Development Exhibition held at Oyamaduwa, Anuradapura on behalf of the Eastern Provincial Council, for its success.
- 3.02. Co-ordinated annual Transfer of Engineers within the province and placement of newly recruited Engineers.
- 3.03. Co-ordinated to obtain Security Services & Cleaning Services for certain Ministries/ Departments of the province.
- 3.04. Co-ordinated for management & monitoring activities of the heavy machineries in the Eastern Provincial Council.
- 3.05. 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.
- 3.06. Brochures on Tourism related places of Eastern Province were prepared and distributed at the Deyata Kirula Exhibition 2012.
- 3.07. **Rs 8,613,920.50** amount was collected as revenue to EPC by disposing **49** Nos of unserviceable vehicles.
  - 3.07.1. **245** Nos of EPC vehicles inspected for repair and produced condition reports.
  - 3.07.2. **21** Nos. vehicles tested for fuel consumption rate and reported.
  - 3.07.3. **49** Nos of unserviceable vehicle have been auctioned 26 vehicles have been handed over back to the Ministry of Health as requested by the Director General of Health Services, Colombo.
- 3.08. One store building was built-up at the cost of **Rs.750, 000/=** by our secretariat and handed over to Planning Secretariat and Rural Development Department for their usage as stores.
- 3.09. A portion of Internal Road in the varothayanagar office premises was repaired at the cost of **Rs. 840,000/=**
- 3.10. The 350 KVA Generator and Elevator (lift) were serviced by the sole agent and sates factorily operated throughout the year.
- 3.11. Security Service were provide to the vehicle park at Inner Harbour Road round the clock and safe guarded the EPC vehicles

#### **4.0. Finance:**

Funds received for Recurrent Expenditure – 2012

**TOTAL ALLOCATION**

**Rs. 12,413,000.00**

**TOTAL EXPENDITURE**

**Rs. 10,613,628.55**

Funds Received for Capital Expenditure – 2012

**TOTAL ALLOCATION**

**Rs. 3,500,000.00**

**TOTAL EXPENDITURE**

**Rs. 1,863,183.29**

#### **5.0 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.

#### **6.0 Lessons and Experiences:**

The Electrical Unit and Mechanical Unit are facilitating the authorities in maintaining the available assets created by Engineering Services.

Out sourcing of Cleaning and Security Services saved time and resources to spend on other activities.

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.