

Annual Report to the Right to Information Commission

Instructions and Basis

- 1). In terms of Section 10 of Right to Information Act No. 12 of 2016, every public authority must submit an annual report to the Commission.
- 2). Each report shall be made available to the public at the time of submission to the Commission and shall be published on the website of the Public Authority.
- 3). Copies of the annual report shall be provided to any person upon request at the fees prescribed by the Commission. (See Rule 9 of the (Fees and Appeal Procedures Right to Information Rules 2017) gazetted on 03.02.2017.
- 4). Except for local government institutes and businesses in which the government owns more than 51% of the shares, a public authority must send copies of its annual report to Department of National Archives and National Library.
- (5) Where a public authority is a local authority, or where a local authority holds more than 51% ownership in such public authority, the said public authority shall forward copies of its Annual Report to the Department of National Archives and to the largest public library within its area.

1. Description of Common Authority

1.1. Name

District Secretariat

1.2 Address

District Secretary, District Secretariat, Matara.

1.3 Web Site

Matara.dist.gov.lk

1.4 Name of the Line Ministry / Name of the Provincial Ministry (where the public authority is not a Ministry or a Provincial Ministry)

2. Briefly describe the functions and the nature of services of the public authority.

Responses to information requests submitted by registered post or delivered by hand shall be forwarded to the applicant within the prescribed time period, either by registered post or by hand delivery.

3. Names and contact details of the Information Officer and the Designated Officer.

Information Officer	R. Lakmali Thenuwara (Assistant District Secretary) Telephone / By Registered Post 041-2231403
Designated Officer	O. V. Chandana Thilakaratne (District Secretary/ Government Agent) Telephone / By Registered Post 041-2222235

4. Conformity Review

	Please furnish particulars. (Read Sections 7, 8 and 9 of the Act together with the Rules and Regulations of the Commission.)	
4.1	Describe the procedure adopted for the maintenance, categorization, and indexing of records.	
	By the annual submission of reports and the filing of copies.	
4.2	Please provide details regarding the maintenance of records in electronic format.	
	matarads123@gmail.com	
4.3	Describe the manner in which the information set out below is made accessible to the public.	
4.3.1	Procedures followed in the decision-making process regarding the powers, duties, and responsibilities of officers and employees of public authorities.	Obtain the available documents and computerized information from the relevant institutions/divisions within the specified time period, collect any applicable fees if required, and send the information to the applicant by registered post.
4.3.2	Standards used in performance of duties, service delivery, and exercise of powers in the activities of officers and employees of a public authority.	When providing information to applicants, act in accordance with the provisions of Right to Information Act No. 12 of 2016 (Sri Lanka)
4.3.3	Rules, regulations, instructions, manuals, and other categorized records used by officers and employees of the public authority in service delivery, performance of duties, and exercise of powers.	Operate in accordance with the provisions of the Right to Information Act No. 12 of 2016 and follow the information officer's handbook and guidelines issued by Ministry of Mass Media , and to prepare the annual report.
4.3.4	Details of the facilities available to citizens for obtaining information under Right to Information Act	Access to accurate information within a specified time period (14 days), and provision of up to 4 copies of the original documents free of charge

4.3.5	Details of allocated budget, proposed expenditures, and payment details of expenses.	-
4.4	Can information be obtained in all three languages?	Yes
4.5	If the public authority is a ministry, are citizens provided with information about the number of emergency and other projects implemented during the year?	-
4.5.1	Foreign-funded projects (3 months prior to commencement).	-
4.5.2	Locally funded projects (3 months prior to commencement).	-
4.5.3	Foreign-funded emergency projects (7 days prior to commencement).	-
4.5.4	Locally funded emergency projects (7 days prior to commencement).	-

5. Details of information requests received during the year.

		Amount
1	Number of information requests received during the year	37
2	Number of information requests fully provided	35
3	Number of information requests where only partial information was provided	01
4	Number of information requests rejected that were not under Section 5 of the Act	02
5	Number of information requests rejected on grounds other than those under Section 5 of the Act (e.g. lack of information)	02
6	Average time taken to respond to an information request (working days)	01
7	How many information requests were received by post?	32
8	How many information requests were received via email?	02
9	How many information requests were received through methods other than post or email?	03

6. Nature of the information requests

6.1	With regard to which type of information (as specifically set out under Section 27 of the Act) were the highest and second highest numbers of information requests received?	
6.1.1	Highest	Institutional issues
6.1.2	Second highest	Preliminary Investigation Files
6.2	How many information requests were received under the following categories?	
6.2.1	Procurement-related	02
6.2.2	Institutional issues	30
6.2.3	Political transparency	-
6.2.4	Financial (including budget and projects)	-

6.2.5 Environmental	03
6.2.6 Policies	-
Other (Please mention)	Departmental disciplinary investigations

7. Profile of the information requester

	Number of information requests	% of total
Number of information requests made by individuals	31	
Number of information requests made by organizations	04	
Indicate the number of information requests received from the following provinces		
Central Province	02	
Eastern Province	-	
North Central Province	01	
North Province	-	
North Western Province	01	
Sabaragamuwa Province	-	
Southern Province	29	
Uva Province	01	
Western Province	03	

8. Was any person subjected to any penalty or disciplinary action due to refusal to provide information? (Please provide details)

No

9. Appeals and Commission guidelines

	No
Appeals submitted to the Designated Officer	
9.1 No. of appeals submitted to the Designated Officer	03
9.2 Number of times information was provided based on the guidance of the Designated Officer	01
Appeals submitted to the Information Commission	
9.3 Number of total appeals that the complaints were submitted to the Commission due to non-provision of information and where the public authority was notified	01
9.4 Number of successful appeals (favourable to the appellant) where the Commission ordered or guided the provision of information	-

10.1 Provide details on how information is managed and how records are stored.
Filing copies of information request applications received by the office in the RTI 3 register. Maintaining RTI 9 and RTI 11 registers. Forwarding the relevant annual reports to the Commission and filing a copy for record keeping.
10.2 Was the system updated during the year? If yes, please provide details.
Yes. The system was updated by providing information to applicants and maintaining updated records of RTI 3, RTI 9, and RTI 11 registers. Annual reports were submitted to the Sri Lanka Right to Information Commission and a copy was retained for filing purposes.
Provide details on how records are stored (e.g. record room, copies of documents with/without electronic database, within the field/outside the field)
Copies of documents, copies of annual reports, fee records, and copies of collected receipts are filed and kept.

10. Information management and record storage

10.4 Do records storage involve arrangement, indexing, and archiving in a way that allows easy retrieval? (Please provide details)
Yes. Copies are filed and stored for easy reference and retrieval.
Yes. Copies are filed.
10.5 Did the indexing and reference system for the above records improve during the past year? Please provide details.
Yes. Copies were filed and stored.
10.6 When such records are stored, approximately how long does it take to locate and present a record?
02 Hours
10.7 Are records stored both within the field and outside the field in the case of physical record storage? (Please provide details.) -
10.8 Is there a system in place to retain existing records (up to 3 February 2017) for 10 years and new records (after 4 February 2017) for 12 years?
Records have been maintained during the period from 2019 to 2024
10.9 Has the budget been allocated for record storage and management? -
10.10 If records are not maintained in digital format, indicate the steps taken during the year to maintain records or the steps proposed during the year to convert records into digital format.
Arrangements have been made to computerize records
10.11 If records were stored in digital format, was it done within the public authority or through an external organization? Please provide details. - No.
10.12 Can digitally stored records/data be accessed via the internet? -
10.13 If yes, was network security updated at least once per month? -

11. What proposals do you suggest to improve the practice of record maintenance, management, and disposal, and to remove related obstacles?

Computerization of records

12. What facilities are available for citizens to obtain information? If any improvements were made to these facilities during the year, please include details.

Computerization has been started from 2025. Progressive information is published through the official information website.
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13. How much fee was collected by the public authority through information requests during the year?

20+186+8+196+198+10 = 618 /-

14. What suggestions can you provide to improve transparency?

Improvements to be made within the public authority

Publish as much progressive information as possible on the website.

General improvements

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15. If you wish to provide any other information or comments, please state them here.

Loss / damage to the government due to the fee for providing photocopies not being revised in accordance with the Right to Information Act.

Signature :

Name and Designation :

Date :