

My No: HAF-1/8/7
Ministry of Home Affairs
Independence Square
Colombo- 07.
11 /09/2018

All District Secretaries/Government Agents,
All Divisional Secretaries,
Registrar General,

Preparation of Annual Performance Report

In preparing annual performance plan, each staff officer shall submit their respective contribution in respect of the following fields and the indexes that could be used to specifically measure such contribution should be identified.

1. Policy Formulation
2. Financial Management
3. Human Resources Management
4. Project Management
5. Promote Public Relations
6. Utilization of Resources
7. Other fields

02. The self-achieved targets/results under the said indexes should be mentioned in the final appraisal in a way that they could be specifically measured, and the responsibilities and role of the respective post shall be reflected by the performance report.

03. In submitting mid-term and end-term appraisals for evaluation and rating, the section/part which contains the personal details of the officer and the final appraisal as per the performance plan should be submitted. Similarly, if there are any additional duties that needed to be performed, although they were not included in the performance plan, they should also be specifically mentioned and directly, such duties may be decisive in reaching "above average performance level". If only submitted in this manner, it would be able to decide whether the "performance is at above average".

04. Accordingly, all staff officers under the Ministry of Home Affairs shall follow the above instructions in preparing annual performance reports & appraisals, and you are kindly informed to notify all the staff officers under your supervision in this regard.



S.T. Kodikara
Secretary
Ministry of Home Affairs