

Municipal Administrative Department

Department of administration operates under the municipal secretary with the direct supervision of the commissioner of Dehiwala- mount Lavinia municipal council, the chief administrative officer of the municipal council. This department comprises following components

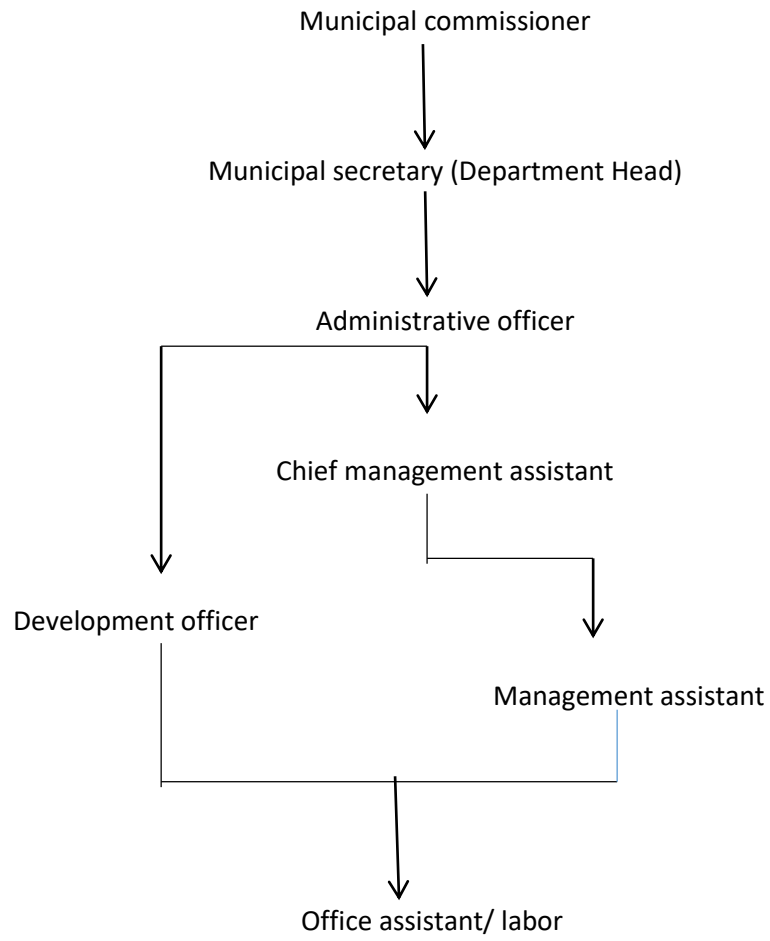
1. Institutions branch
2. Meeting branch
3. Internal audit division
4. Public complaints unit
5. Reception
6. Main record room
7. Mayor's office, deputy mayor's office, council members' office, municipal commissioner's office, deputy municipal commissioner's office etc. also operates under the department of administration.

Dehiwala- Mount Lavinia municipal council has divided into 8 departments to maintain a smooth flow of council procedures. Each department engages in technical duties which are assigned to them. Therefore, administrative duties of the whole council are done by the administrative department.

Furthermore, the duties related to councils, under the municipal council's ordinance are done by the department of administration.

Therefore, the department of administration operates as the heart of the organization by coordinating the duties of above all departments and directing the whole administrative process.

Organization Structure of the Administrative department



Office branch

1. Staff →

- a. Administrative officer
- b. Chief management assistant
- c. Development officer 1
- d. Management assistant 11
- e. Office assistant 02
- f. Office Employees' service 04

2. Duties →

- a. Maintain personal files of the staff
- b. Engage in recruitments, promotions, and conduct efficiency bar examinations
- c. Maintain staff statistics and the database
- d. provide reports to the parties who requires other common information and data related to the council
- e. staff training and development
- f. Corporate circulars, government regulations and common disciplinary tasks
- g. Retirement services
- h. Activities regarding Agrahara insurance
- i. Official identities
- j. Quarters
- k. Election activities
- l. Entire mail post
- m. Common administrative activities of the administrative department

3. Contact →

Direct line- 011 2723538
(Administrative officer)
Extension
318- Administrative officer
317- Chief Management Assistant
319- Computer section
321- Retirement Services

4. Photo gallery
5. Downloads

a. Maintenance of staff personal files

- Assign employees based on the appointments
- Activities related to the probation period (Observation reports, Warning, extension of the probation period, permanent of service)
- Promotions based on the grades
- Appoint to act, to complete duties and to cover
- Transfers (Internal and External)
- Annual performance and increment)
- Disciplinary procedures (ask reasons for freedom, impose disciplinary orders)
- Absorption of employees based on relevant service article and recruitment procedure
- Direct for efficiency bar examinations
- Provide widows', widowers' and orphans' pension scheme number
- Provide accident leaves and compensation
- Direct to medical boards
- Approval of leave for foreign tours
- Activities regarding instatement, issuance of notices on leaving of service and reinstatement
- Retirement, payment of pension and remuneration
- Provide observation, recommendation reports to relevant parties regarding employee appeal inquiries and legal activities (Human Rights Commission, Provincial public services commission, ombudsman)
- Various requests (Service certificates, applications, information for staff loans)
- Provide information required for statistics

b. Handle employee recruitments, promotions and efficiency bar examinations

- Activities regarding getting approvals for recruitments when there is a vacancy in an approved cadre/ Activities regarding getting approval for recruitments other than the approved cadre like contract basis/ daily basis based on the organization requirement
 - Getting project reports
 - Getting council reports

- Provide justification reports, Financial Regulations 71 to create new jobs in order to increase the approved cadre
- Maintain the information regarding service articles, recruitment procedures on approved cadre positions and amendments made to them
- Draft recruitment procedures for organization's posts when required
- Create and maintain job descriptions for each position in the staff
- Below mentioned all activities related to organization recruitment and promotion procedures
 - Create paper advertisements regarding recruitments and publish them
 - Call for applications and document them
 - Make the question papers or get them done by another relevant parties
 - Appoint examination staff and provide relevant instructions
 - Activities regarding reservation of exam centers
 - Preparation of admissions and call for admissions
 - Reservation of dates for the examinations and conduct exams
 - Nominating interview panels, preparing of relevant documents and activities related to conducting of interviews
 - Direct them to the parties who engages in paper marking
 - prepare priority lists based on the written/ practical examination and interview marks
 - prepare appointment letters/ promotion letters after getting the approval
 - Activities related to awarding appointments/ promotions
 - Conduct efficiency bar examinations as mentioned in service articles/ recruitment procedures (all activities are related to this except publishing public advertisements)

c. Maintenance of staff statistics and staff database

- Maintain the database on approved cadre of the organization
- Prepare and provide information regarding staff review on creating new jobs and approved cadre vacancies as soon as possible
- Update the database whenever there are recruitments and transfers
- Create information reports on the vacancies and the staff and give them to the parties who require information
- collect information from various departments which relates to administration decisions and process them and disseminate them

d. provide reports to the parties who require other common information and data related to the council

- provide information to required parties by creating full reports via collecting information as to represent several departments or sections in the council
- work for common information and announcements of the council which are not specified to a certain department or a section
- Required parties of such information
 - Department of Official Languages
 - The president's office and the prime minister's office
 - Courts
 - Narcotic bureau of Sri Lanka police
 - Department of elections
 - Human Rights commission
 - Ombudsman
 - Chief secretariat office
 - Provincial public services commission
 - Ministry of local government (Western province)
 - Department of Local government (western province)
 - Deputy commissioner's office- Local government (Colombo)
 - Ministry of provincial councils and local government
 - Other government institutions

e. Activities related to the disciplinary procedure

- Maintain information on pools of inquiry officers or get registered
- Activities regarding appointing officers for fundamental inquiries/formal inquiries
- call for witnesses and parties regarding inquiries
- Provide physical facilities for inquiries
- payments for inquiry officers
- maintain required coordination with the inquiry officers
- Refer inquiry reports to disciplinary authority and get the required orders and act on that
- Act on appeals if arise

- Take the required actions on inquiries which come from authorized institutions such as honorable governor of the western province, Provincial public services commission or Deputy commissioner's office- Local government
- Provide information reports from the organization's party regarding staff appeals which are referred by institutions such as Human rights commission, labor tribunal, ombudsman, public petition committee
- Represent the organization party when an inquiry is going on (by above institutions) regarding staff activities
- Coordinate with institutions such as judiciary, police, bribery and corruptions commission, Narcotic bureau of Sri Lanka police regarding staff discipline

f. Staff training and development

- organization and initiation of the training programs based on the internal training plan
- aware staff regarding external training programs, call for applications and direct them for those training programs
- obtain and provide information while coordinating with the resource persons and institutions which conduct the training programs
- Payments for external training programs
- positioning of trainees, maintain trainees' data bases, extension of service

g. Corporate circulars, government regulations and common disciplinary tasks

- Issuance of internal circulars and government regulations based on municipal commissioner's instructions and orders

h. Retirement Services

- prepare pensions payments and send cheques (retired municipal council employees)
- send installments payable for widows'/widowers', orphans' pension scheme
- send installments payable for local government pension fund
- Activities regarding contributing to the pensioners' widows'/widowers', orphans' pension scheme and obtaining the number
- Activities regarding pensioners and service leavers' pension

- Arrears payment of pension according to the government administrative circular No. 28/2010
- Activities regarding pension payment of employees who released for statutory boards
- Provide daily service reports of employees who are about to retire and who have retired
- Activities related to obtain contributions from bachelors for widows'/widowers', orphans' pension scheme
- Obtain information about retired officers/ employees when required

i. Agrahara insurance

- Work for Agrahara insurance policy applications of entire staff
- Activities regarding providing Agrahara insurance policy card
- Agrahara insurance policy activities for new recruits

j. Official identities

- Call for tenders and come in to agreements to provide the official identities to the staff
- Get the information about the staff, prepare, and disseminate the official identities while coordinating with the relevant organization

k. Quarters

- Update and maintain the council quarters and the waiting list
- Preparation of agreements related to offering of quarters
- Maintain the information regarding physical assets of the quarters
- Maintain the activities properly related to the water and electricity supply of the quarters
- Activities related to recovery of the possession of quarters

l. Activities related to Elections

1. Provide information for election staff in elections
2. Provide applications to the staff those who apply for postal vote
3. Provide applications to the elections commission related to postal vote as the required way
4. Activities related to held postal vote in the organization and coordinate with the election office/ deputy election office

m. Entire mail postage of the organization

1. Paste the stamps, document e and send all the mails come from the various departments to the postage (at about 100-500 letters receive per day)
2. Take the stamp machine to the post office and install money
3. Bring in and take out the organization's postage

n. Common administrative tasks of the administration department

- Expenditure ledger
- Audit queries
- Leaves
- Capital goods
- Uniforms
- Free train warrants and sponsored season tickets
- Overtime payments
- Standing committee reports
- Bail deposits
- Petty cash imprest
- Advance payments

Photo gallery

Institutions branch

1. Recruitments – Interviews

2. Recruitments- granting appointments

3. Efficiency bar examinations

4. Staff training

5. Update staff database

6. Granting "Agrahara" insurance compensation

Downloads

- I. Approved cadre of Dehiwala- Mount Lavinia municipal council
- II. Departments, heads of departments of Dehiwala- Mount Lavinia municipal council
- III. Formats
 - a) Common standard formats for personal file's requirements
 - b) Drafted formats for service condition requirements
 - c) Formats related to recruitments
 - d) Formats related to efficiency bar examinations
 - e) Common formats for leaves
 - f) Overseas leave formats
 - g) Formats related to "Agrahara" Insurance
 - h) Formats related to official identities
 - i) Formats related to pension services
- iv. Statutory orders
 - a) 2013
 - b) 2014
 - c) 2015
 - d) 2016
- v. Municipal commissioner's orders
 - a) 2013
 - b) 2014
 - c) 2015
 - d) 2016
- vi. Quarters reserve of Dehiwala- Mount Lavinia municipal council

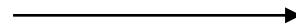
Meeting branch

1. Staff



- a. Chief management assistant 1
- b. Management assistant 06
- c. Office assistant 02
- d. Office Employees' service 04

2. Duties



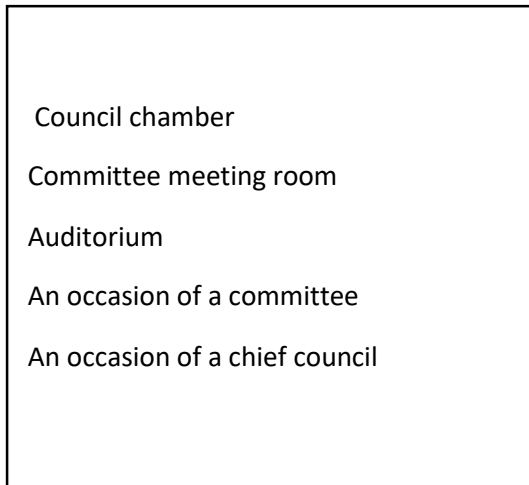
- a. Report all the main meetings of the council and tasks of the standing committee including the chief council
- b. Call for all main meetings in the council or reporting
- c. Councilors' service conditions and duties
- d. Keep updated bio data of the councilors and regulations related to the municipal council establishment
- e. Issuance of permits for those who come to watch the general assembly

3. Contact



Direct line- 0112 729353
Extension- 408 (Chief Management Assistant)

4. Photo gallery →



5. Downloads

a. Standing committee tasks including the chief council

It comprises the chief council and following standing committees

- standing committee on Industries, electricity, firefighting, municipal machinery, transportation
 - standing committee on health, sanitation, food and medicine, solid waste, management, environment conservation
 - standing committee on Institutions, Law, security and council activities
 - Standing committee on waste, minimization of corruption, supply equipment, storages and feeble materials
 - Standing committee on urban development, houses, and unauthorized constructions and vehicle transportation
 - Standing committee on sports, welfare, cultural, recreation and common activities
 - Standing committee on municipal revenue generation
 - Standing committee on financial activities
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- Preparation of chief council agenda and reporting general assemblies
 - Preparation of congress reports
 - Get the data and information required to solve the problems which arise at the chief council
 - Retain the complaints, suggestions and other reports received to be presented to the chief council and get the attention of the congress to them
 - Refer the chief council decisions to relevant sections
 - Create reports

- Get the information need to solve the problems which arise at the standing committees
- Maintain the documents which comprise suggestions of Standing committee on financial activities, other standing committee suggestions and council suggestions
- Get the answer drafts for the questions asked from the mayor and arrange the answers

b. Call for main meetings in the council or reporting

- Call for all the meetings which are required to be called to municipal secretary
- Reporting of meetings which call from other departments based on the requirement
- Draft the minutes of those meetings and circulate them among the relevant parties

c. Councilors' service conditions and duties

- Keep updated bio data of the councilors/ files
- Activities related to coordination with institutions and leaves of other public/ provincial public employees those who are councilors of this council
- Activities regarding asset and liability statements of the councilors
- Maintenance of attendance information of the councilors which require for monthly allowances and other tasks

Photo gallery

Meeting branch

3. Information on Standing Committee members -2016

<p>01. Standing committee on waste, minimization of corruption, supply equipment, storages and feeble materials</p> <ul style="list-style-type: none"> i. Mr. Upali Wilegoda ii. Mr. Yamitha Nalinda Rajapakshe iii. Mr. Channa Wikum iv. Mr. Buddika Edirisinghe v. Mr. Kriss Wilhem Balthasar vi. Mr. Vipul Gunatillake 	<p>05. Standing committee on urban development, houses, and unauthorized constructions and vehicle transportation</p> <ul style="list-style-type: none"> i. Mr. Sahabanduge Priyantha ii. Mr. Samantha Perera iii. Mr. Waruna Deepal Aponsu iv. Ms. Sunethra Ranasinghe v. Mr. Ananda Fernando
<p>02. standing committee on health, sanitation, food and medicine, solid waste, management, environment conservation</p> <ul style="list-style-type: none"> i. Mr. Nashusan Gaus Hassan ii. Mr. Shawul Hameed Mohammad Sabith iii. Mr. Kamal Priyantha Silva iv. Mr. Kamal Priyantha Silva v. Mr. Sanjaya Thabrew Wijerathna vi. Ms. Mareena Bashir Abdeen 	<p>06. Standing committee on sports, welfare, cultural, recreation and common activities</p> <ul style="list-style-type: none"> i. Mr. Samantha Perera ii. Mr. Sahabanduge Priyantha iii. Mr. Sanjaya Thabrew Wijerathna iv. Mr. Upali Wilegoda v. Mr. Channa Wikum vi. Mr. Ananda Fernando
<p>03. Standing committee on municipal revenue generation</p> <ul style="list-style-type: none"> i. Mr. K Pushpalal Rodrigo ii. Mr. Savithra Ramal Silva iii. Mr. Stanley Dias iv. Mr. Arnel Kulatillake v. Ms. Samanmali Gunasinghe vi. Mr. Nimal Bulathsinhala 	<p>07. standing committee on Industries, electricity, firefighting, municipal machinery, transportation</p> <ul style="list-style-type: none"> i. Mr. Stanley Dias ii. Mr. Shawul Hameed Mohammad Sabith iii. Mr. Arnel Kulatillake iv. Mr. Waruna Deepal Aponsu v. Mr. Vipul Gunatillake vi. Mr. Kriss Wilhem Balthasar

04. Standing committee on financial activities <ul style="list-style-type: none">i. Mr. Dhanasiri Amarathungaii. Mr. S. V. D Keesaralal Gunasekaraiii. Mr. Upul Gamageiv. Mr. Asanga Padmal Pererav. Mr. Ruwan Liyanagunawardanavi. Mr. Wickramabahu Karunarathna	08. standing committee on Institutions, Law, security and council activities <ul style="list-style-type: none">i. Mr. S. V. D Keesaralal Gunasekaraii. Mr. Nashusan Hassaniii. Mr. Upul Gamageiv. Mr. Asanga Padmalal Pererav. Mr. Buddika Edirisinghevi. Mr. Yamitha Nalinda Rajapakshe
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Councilor's office

1. Staff →

- a. Management Assistant 1
- b. Office employees' service 07

2. Duties →

- a. Municipal Councilors' activities
- b. Common functions organization activities and treating

3. Contact →

Direct line- 011-2 739198 (Councilor's office)

011- 2739198 (Government party office)

011-2 721914 (Opposition party office)

Extensions

405- Municipal councilor's office

414- Municipal councilors' discussion room

403- Government party office

401- Opposition party office

Fax- 011-2739198 (Municipal councilor's office)

4. Photo gallery

5. Downloads

a. Municipal councilors' activities

- Draft letters which contains chief council suggestions that related to municipal councilors, suggestions for standing committees, requests made to make allocations, Mayor, Municipal commissioner, municipal secretary or letters which are needed to refer to municipal commissioner, municipal secretary or other officers or external organizations
- Activities regarding overseas leave requests made by municipal councilors
- Draft vouchers to make monthly payments to councilors and subsequent activities
- Check monthly travelling expense vouchers and refer them to make payments and other subsequent activities

- Refer all the activities related to settle the telephone bills of councilors
- Handover letters to municipal councilors which receive from external parties and the council
- Help visitors to contact municipal councilors

b. Organization of common functions and hospitality

- Conduct coordination activities required when there is a common function organized by institutions
- Conduct hospitality activities required for council meetings and other meetings in the council

Reception

1. Staff →

- a. Receptionist 01 (Office employees' service)
- b. Telephone operator 01 (Office employees' service)

2. Duties →

- a. Guide customers to obtain the required service
- b. Direct external calls to relevant branches and officers
- c. Activities regarding direct line and extension calls

3. Contact →

Direct line - 011 2738701/2
011 2 738275
Extension -0, 100

4. Photo gallery

Security section

1. Staff →

- a. Security administrator 01
- b. Security guards 22

2. Duties →

- a. Provide day/ night security to the places assigned including the head office and other service stations
- b. Guide persons to get the service, who come to the municipal council and verify their identification
- c. Protect the properties and assets of the head office and other service stations in the institution
- d. Provide information regarding security section to authorized parties based on the instructions and orders made by authorities and execute those orders

3. Contact →

Direct line- 011 2738701/02
011 2738275
Extension - 105, 603

Public complaints unit

1. Staff →

- a. office employees' service 02

2. Duties →

- a. Direct the complaints to the relevant departments and sections
- b. Maintain information reports on received complaints and how has been acted on those

3. Contact →

Direct line - 011 7666555

Record room

1. staff →

Office employees' service 02

2. Duties →

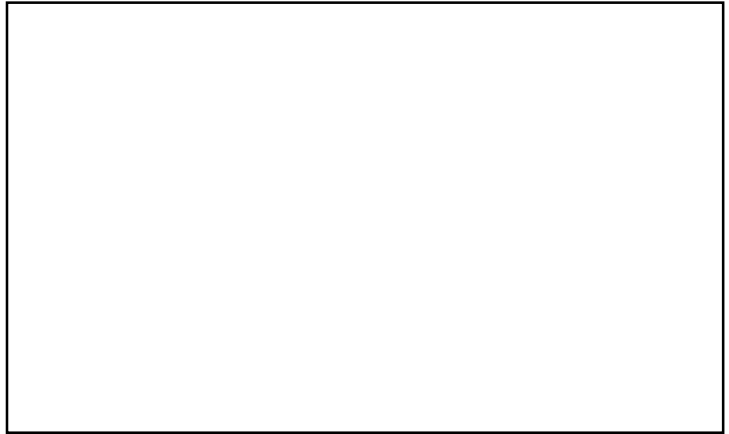
- a. Maintain and store documents safely, received by various departments
- b. Provide files and documents to get the information for official requirements
- c. provide required assistance for dismissal of documents

Internal Audit branch

1. Staff →

- a. Sectional head of Internal Audit branch 01
- b. Development officers 03
- c. Management Assistants 02
- d. Office employees' service 01

2. Duties →



3. Contact →

Direct Line- 0112 738701
Extension - 206, 211

4. Photo gallery