



National Crafts Council (NCC)

Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons,
Co-operative Development and Vocational Training & Skills Development

AMENDED ACTION PLAN 2019

National Crafts Council

Rohina Mawatha, Battaramulla - Sri Lanka

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National Crafts Council

This Action Plan addresses the full scope of the mandate of NCC as specified in the “National Crafts Council and allied Institutions Act No. 35 of 1982.

It is aligned with the Sustainable Development Goals and the results – based methodology of Managing of Development Results

VISION

Nurturing and preserving traditional handicrafts for their sustainable existence

MISSION

Preservation, development, encouragement and promotion of local handicrafts with a traditional and cultural value and enhancement of economic and social status of craftsmen.

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INTRODUCTION TO THE NATIONAL CRAFTS COUNCIL

Sri Lanka that claims a proud history of thousands of years is one replete with handicrafts and arts. The full state assistance was received in the past times of kings for enrichment of handicrafts which is a cultural heritage.

The craftsmen who were engaged in handicrafts claimed a special recognition in society and they were honoured with state awards. After Sri Lanka fell in to the local dominance, the handicrafts creations, techniques and skills which were nourished and enriched traditionally for thousands of years faced a gradual perishing owing to non-receipt to state assistance and due appreciation.

With Sri Lanka becoming an independent state, a renaissance took place in handicrafts and government as well as non-government institutions sprang up for this purpose.

The National Crafts Council was established under the National Crafts Council and Allied Institutions Act No. 35 of 1982 with preservation and development of handicrafts as well as enhancement of the social status of the craftsmen in the field of handicrafts as its main objectives.

During the past few decades, the National Crafts Council has activated a host of various projects and programmes for preservation and development of handicrafts and the welfare of handicraftsmen.

GOALS

- a) Provision of precise training to all keen on field of handicrafts.
- b) Popularization & Marketing assistance of Handicrafts.
- c) Generating self-employment opportunities in the field of handicrafts.
- d) Encourage school children to involve in the field of handicrafts.
- e) Maximizing participation of craftsmen in the Local handicrafts competitions.
- f) Promotion Development & Upgrading of Handicrafts.

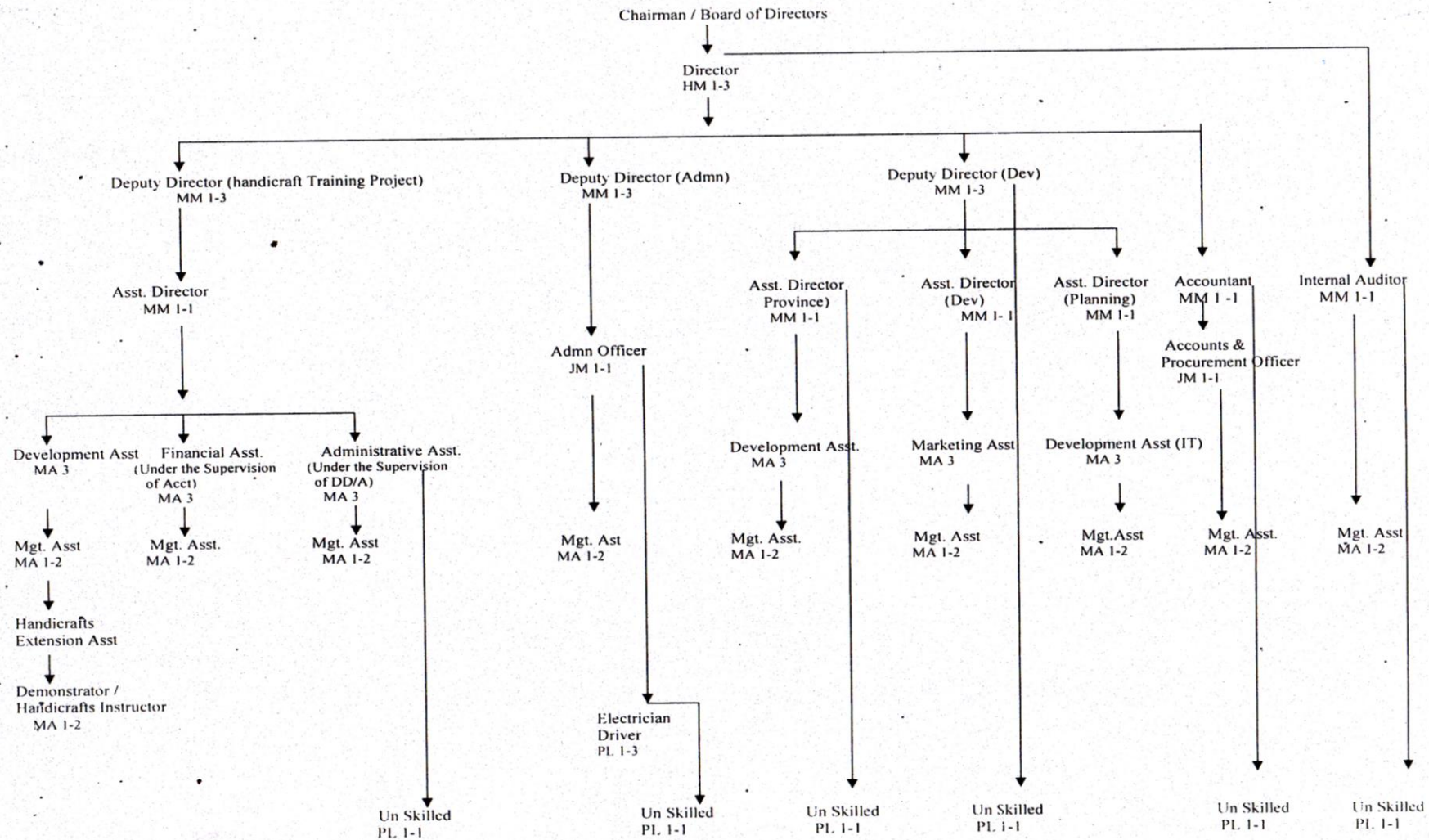
Annual Objectives and KPIs for 2019

	Objectives	KPIs	Base Line 2018	Target 2019
1	Provision of training for apprentices. (Master Craftsmen training programme, Crafts Training Centers)	No. of apprentices trained	1612	1700
2	Generating self-employment opportunities. (Provision of machinery and equipment for Master Craftsmen trainees, training center trainees, Craftsmen and incubators)	No. of self employment generated	1066	1100
3	Facilitation for Marketing on handicrafts creations. (Local & Foreign Trade Fairs, Other marketing promotion and Kawanthissapura & Sigiriya Handicrafts Production and Marketing Villages)	No. of craftsmen facilitated	213	225
4	Facilitation of craftsmen by felicitation and supportive services. (Presidential Award Ceremony / National Handicrafts Exhibition, Welfare Programme, Facilitation for Cultivation of Raw Material, Intermediate technology training programmes, "Shilpa Saviya", Villages development programmes and Suppliers of crafts shops)	No. of craftsmen facilitated	1459	1500
5	Involvement of school children and familiarize them in the field of handicraft. (Awareness programmes, Training programmes, Competitions, Exhibition)	No. of school children involvement in the field of handicrafts	No. of children participated for awareness programme - 37057 No. of schools participated - 566 No. of creations presented - 1708 No. of creations awarded - 522	40000
6	To participate craftsmen for Local and International Handicrafts Competition. (Provincial handicrafts competition, Presidential Awards Handicrafts competition, UNESCO handicrafts competition)	No. of craftsmen participated	3817	4000

Related Sustainable Development Goals On Development Programmes of National Crafts Council

SDG Goal	SDG Target	SDG Indicator
<p>SDG Goal No. 04 Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all</p>	<p>(4.4) By 2030, substantially increase the number of youth and adults who have relevant skills, including technical and vocational skills, for employment, decent jobs and entrepreneurship</p>	<p>(4.4.1) Proportion of youth and adults with information and communications technology (ICT) skills, by type of skill</p>
<p>SDG Goal No. 08 Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all</p>	<p>(8.2) Achieve higher levels of economic productivity through diversification, technological upgrading and innovation, including through a focus on high-value added and labor-intensive sectors</p>	<p>(8.2.1) Annual growth rate of real GDP per employed person</p>
	<p>(8.3) Promote development-oriented policies that support productive activities, decent job creation, entrepreneurship, creativity and innovation, and encourage the formalization and growth of micro-, small- and medium-sized enterprises, including through access to financial services</p>	<p>(8.3.1) Proportion of informal employment in non-agriculture employment, by sex</p>
<p>SDG Goal No. 10 Reduce inequality within and among countries</p>	<p>(10.2) By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status</p>	<p>(10.2.1) By 2030, empower and promote the social, economic and political inclusion of all, irrespective of age, sex, disability, race, ethnicity, origin, religion or economic or other status</p>
<p>SDG Goal No. 12 Ensure sustainable consumption and production patterns</p>	<p>(12.B) Develop and implement tools to monitor sustainable development impacts for sustainable tourism that creates jobs and promotes local culture and products</p>	<p>(12.B.1) Number of sustainable tourism strategies or policies and implemented action plans with agreed monitoring and evaluation tools</p>

Organizational Structure - National Crafts Council



Staff Details of the National Crafts Council

No.	Salary Code	Designation	Approved Cadre	Actual	
				Existing	Vacancies
1	HM 1 - 3	Senior Manager			
		Director	1	1	0
2	MM 1 - 1	Manager			
		Deputy Director (Development)	1	0	1
		Assistant/Deputy Director (Admn.)	1	1	0
		Assistant/Deputy Director (HTP)	2	2	0
		Accountant	1	1	0
		Internal Auditor	1	1	0
		Assistant Director (Development)	3	2	1
		Assistant Director (Planning)	1	1	0
		Assistant Director (Province)	9	9	0
3	JM 1 - 1	Junior Manager			
		Accounts & Procurement Officer	1	0	1
		Admn. Officer	1	1	0
4	MA 3	Associate Officer			
		Development Assistant	35	28	7
		Financial Assistant	1	0	1
		Marketing Assistant	1	0	1
		Admn. Assistant	1	1	0
		Development Assistant (IT)	1	1	0
5	MA 1 - 2	Management Asst. (Non Tech)			
		Craft Demonstrator	112	93	19
		Handicrafts Extension Assistant	25	24	1
		Management Assistant	43	32	10
6	PL 3	Primary Level Skilled			
		Driver	8	7	1
		Electrician	1	0	1
7	PL 1	Primary Level Unskilled			
		Office Aide	9		
		Labourer	1	15	
		Watcher	2	3	
	PL 2	Lathman *		1	
	MA 1 - 2	Crafts Supervisor *		3	
	MA 1 - 2	Sales Assistant*		1	
According to DMS Letter 2014 -Jun 05					
	PL 2	Demonstrator Aid * - 2014/06/05 (11)			
According to C.No. 25/2014					
8	MA 1 - 2	Crafts Demonstrator * (9)			
		Management Assistant * (2)			
		Sales Assistant* (1)			
	PL 2	Demonstrator Aid * (9)			
	PL 1	Office Aid * (4)			
		Total	262	228	44

As personnel to them *

STAFF OF THE NATIONAL CRAFTS COUNCIL

No	Name	Designation
	Mrs. Heshani Bogollagam	Chairperson
1	Mrs.C. Liyanage	Director
2	Ms.N.H.J. De Silva	Assistant Director (Admin)
3	Mr.H.M.S.K. Gunathilaka	Assisant Director (Dev.)
4	Mr.K.G.S. Kahangama	Assistant Director (Dev.)
5	Mr.O.J. Kelantotuwage	Assistant Director (Pl.)
6	Mr.P.A. Jayasingha	Assisant Director (Htp)
7	Mrs.A.T.L.C.J. Lekamge	Assistant Director (Htp)
8	Mr.P.W.S. Kumara	Accountant
9	Mrs.C.A.D.N.S. Collure	Internal Auditor
10	Mrs.N.L. Gunasinghe	Assisant Director (Pro.)
11	Mr.S.M.A.S. Bandara	Assisant Director (Pro.)
12	Mr.K.M.G. Kamal	Assisant Director (Pro.)
13	Mr.W.G.N.U. Wijayalath	Assisant Director (Pro.)
14	Mr.S.D.R.K. Samarasinghe	Assisant Director (Pro.)
15	Mrs.W.K N. Shayamalee	Assisant Director (Pro.)
16	Mr.M.M.H.G. Samaranayaka	Assisant Director (Pro.)
17	Mr.P.R.M.R.S.K.Pallepola	Assisant Director (Pro.)
18	Mr.M.F.M.Azhar	Assisant Director (Pro.)
19	Mr.M.L.N. Rohana Dias	Administrative Officer
20	Mrs.S.U. Werathunga	Administrative Asst.

No	Name	Designation
21	Mrs.M.S Kaluarachchi	Development Asst.
22	Mrs.B.K. Gayani Chandrika	Development Asst.
23	Mr.S.W. Piyasara	Development Asst.
24	Mrs.M.U.A. Ellegedara	Development Asst.
25	Mr.B.N. Udaya Kumara	Development Asst.
26	Mr.K. Ponkaran	Development Asst.
27	Mrs.I.Pameswaran	Development Asst.
28	Ms.B.L.D.T.D. Kularathna	Development Asst.
29	Ms.M.A.G.C. Abeyawardana	Development Asst.
30	Mrs.K.I.U. Dharmadasa	Development Asst.
31	Mrs.R.F. Rasik	Development Asst.
32	Mr.K.G.R.S. Warnasiri	Development Asst.
33	Mr.S.M.S.B. Samarakoon	Development Asst.
34	Mr.S. Logapragas	Development Asst.
35	Mr.P. Kuvethan	Development Asst.
36	Mrs.A.W.M.T.P.K. Wijekoon	Development Asst.
37	Mrs.K.M.T.T. Kulathunga	Development Asst.
38	Mrs.T.U.S. Almeida	Development Asst.
39	Mr.A. Thinesh	Development Asst.
40	Mrs.U.V.C. Renuka	Development Asst.
41	Ms.S.S.R.K.M. Keerthisena	Development Asst.
42	Mr.W.M.M.A.B. Wijesundara	Development Asst.
43	Mr.W.W. D. Niroshana	Development Asst.

No	Name	Designation
44	Mr.D.D. Madushan	Development Asst.
45	Mrs.G.G.A.Nirmali	Development Asst.
46	Mr.A.D.Adihetti	Development Asst.
47	Mrs.P. Visuvalingam	Development Asst.
48	Mr.K.G. Mahinda	Senior Manager
49	Mr.A.A.A. Adikari	Development Asst (Mis)
50	Mrs.W.A.N.S. Jayasundara	Account Assistant
51	Mrs.B. Indrani	Senior Clerk
52	Mrs.E.R.L. Padmakanthi	Senior Clerk
53	Mrs.R.A.S. Jayakanthi	Management Assistant
54	Mrs.H.M.R. Kumari	Manager
55	Mr.H.A. Kamal	Management Assistant
56	Ms.H.V. Chandani Perera	Management Assistant
57	Mrs.L.W.A.A. Pushpakanthi	Management Assistant
58	Mr.A.H. Jayasinghe	Management Assistant
59	Mrs.P.L. Chandralatha	Management Assistant
60	Mrs.M.D. Welarathna	Management Assistant
61	Mr.D.C.R.D. Jayasuriya	Management Assistant
62	Mrs.G.A. Harini De Silva	Management Assistant
63	Mrs.J.A. Ranjani	Management Assistant
64	Mrs.H.P. De Silva	Management Assistant
65	Ms.M.D.L. Menikpura	Management Assistant
66	Mrs.H.M.G.P. Gunathilaka	Management Assistant

No	Name	Designation
67	Mrs.R.D.M.A.N. Petiyagoda	Management Assistant
68	Mrs.W. Indrani	Management Assistant
69	Mr.S.H.C. Ranathunga	Management Assistant
70	Mrs.N.W. Perera	Management Assistant
71	Mrs.Y. Sachchithanathan	Management Assistant
72	Mrs.B.R.M.N. Rathnayake	Management Assistant
73	Ms.C.S. Hettihewa	Management Assistant
74	Mr.H.R.A. Wasantha Kumara	Management Assistant
75	Mrs.Y.G. Kumuduni Mala	Management Assistant
76	Mrs.U.D.Y. Kanthi	Management Assistant
77	Mrs.P.G. Manel Sriyalatha	Management Assistant
78	Mrs.N.A.A.E. Narangoda	Management Assistant
79	Mrs.I.T.D. Samarkkodi	Management Assistant
80	Mrs.L. Wimalasiri	Management Assistant
81	Ms.P.P.T. Madushani Dias	Management Assistant
82	Mr.M.R.S.Peiris	Craft Instructor
83	Mr.H.M.Y.G.W.B.Herath	Craft Instructor
84	Mr.R.G. Ariyarathna	Craft Instructor
85	Mr.T.M.G. Thennakon	Handicrafts Instructor
86	Ms.U.H.M.G.N.J. Wijerathna	Handicrafts Extension Ass
87	Ms.L.A.L.C.K. Liyanage	Handicrafts Extension Ass
88	Ms.G.G.P Madushani	Handicrafts Extension Ass
89	Mr.L.N.S.U. Narangoda	Handicrafts Extension Ass

No	Name	Designation
90	Ms. P. Dilhani Dabare	Handicrafts Extension Ass
91	Mr.K. Malmaruhan	Handicrafts Extension Ass
92	Mr.K.A.P.R. Kumarasinhe	Handicrafts Extension Ass
93	Ms.P.V. I. Madushani	Handicrafts Extension Ass
94	Mr.S. Sasikaran	Handicrafts Extension Ass
95	Mr.H.G.I.A. Harispaththuwa	Handicrafts Extension Ass
96	Mr.R.S.T. Rathnayake	Handicrafts Extension Ass
97	Mr. M. J. Vijayalath	Handicrafts Extension Ass
98	Mr.H.W.K. Shashi Prabath	Handicrafts Extension Ass
99	Mr.M.A.G.P. Karunarathne	Handicrafts Extension Ass
100	Mr.K.M.C.K. Katukenda	Handicrafts Extension Ass
101	Mr.M.A.N.P. Karunarathne	Handicrafts Extension Ass
102	Ms.R.B.M. Ariyaratne	Handicrafts Extension Ass
103	Ms.H.P. C. Kaldera	Handicrafts Extension Ass
104	Mr.G.N. Siriwardana	Handicrafts Extension Ass
105	Ms.N.E.M.C.R. Ekenayake	Handicrafts Extension Ass
106	Mr.R.P. I. Madushanka	Handicrafts Extension Ass
107	Ms.R.M. H. Rambukwella	Handicrafts Extension Ass
108	Mr.W.G.Chanaka Manohara	Handicrafts Extension Ass
109	Mr.K.G.P.Chandimal Deshapriya	Handicrafts Extension Ass
110	Ms.A. Sugandi Damsika	Sales Assistant
111	Mrs.M.A.N.P. Anurada	Demonstrator
112	Mrs.K. Witanawasam	Demonstrator

No	Name	Designation
113	Mrs.H.G. Jayanthi	Demonstrator
114	Mrs.C.S.K. Ranasinghe	Demonstrator
115	Mrs.Y.M. Padmalatha	Demonstrator
116	Mr.A.M.P. Mahindasiri	Demonstrator
117	Ms.R.H.C. Shanthilatha	Demonstrator
118	Ms.W.K. Deepika Maheshanie	Demonstrator
119	Ms.M.P.G. Trexi Sunetra	Demonstrator
120	Ms.R. Chandralatha	Demonstrator
121	Ms.H.P.J. Baddrani	Demonstrator
122	Ms.H.A.S. Pushpalatha	Demonstrator
123	Ms.M. Subairaththummah	Demonstrator
124	Ms.P.M.S. Pathiraja	Demonstrator
125	Ms.H.M.B.S.N.Nawaratne	Demonstrator
126	Ms.W.G.T.S.N. Kanthi	Demonstrator
127	Ms.P.N. Kumarasinghe	Demonstrator
128	Ms.B.K. Wasantha Kumari	Demonstrator
129	Ms.W.M.D.M. Wickramasinghe	Demonstrator
130	Ms.G.G. Indrakanthi	Demonstrator
131	Ms.B.M.S.K. Basnayake	Demonstrator
132	Ms.T.G.W. Wejerathna	Demonstrator
133	Ms.P.G.R.A.P. Karunarathna	Demonstrator
134	Ms.R.A. Chandra Ranasinhe	Demonstrator
135	Ms.W. Candrani	Demonstrator

No	Name	Designation
136	Ms.U.D.C. Malkanthi	Demonstrator
137	Ms.J.M.S.M. Fernanado	Demonstrator
138	Ms.G.C. Damayanthi	Demonstrator
139	Ms.C. Paakyarani	Demonstrator
140	Ms.G.G.S. Gunawardana	Demonstrator
141	Ms.P.I.H. Jayathunga	Demonstrator
142	Ms.B.A.G. Gnanawathi	Demonstrator
143	Ms.A.M.S.P. Sirisena	Demonstrator
144	Ms.W.M.H.G. Koin Menike	Demonstrator
145	Ms.M. Jance	Demonstrator
146	Mr.W.A.W. Ranjith	Demonstrator
147	Ms.J.M.S.K. Jayasundara	Demonstrator
148	Ms.M.D. Padmini	Demonstrator
149	Ms.O.V. Pramawathi	Demonstrator
150	Ms.R.D. Wimala Wijayasiri	Demonstrator
151	Mr.P.G.J. Wijerathna	Demonstrator
152	Ms.P.A.V.J. Alvis	Demonstrator
153	Mr.R.K.L.N. Rajakaruna	Demonstrator
154	Ms.W.G.P. Wedagedara	Demonstrator
155	Ms.G.V. Amitha	Demonstrator
156	Ms.W.G.M.L. Ariyakalyani	Demonstrator
157	Ms.N.E.G. Indrani	Demonstrator
158	Ms.P.D.B.S. Kumari	Demonstrator

No	Name	Designation
159	Ms.V. Selvarani	Demonstrator
160	Ms.W.P.G.W.N.E.B.A D.S. Siriwardana	Demonstrator
161	Ms.K. Chamali Priyanka	Demonstrator
162	Ms.R.K.K. Wickramasinghe	Demonstrator
163	Ms.H.H. Indra	Demonstrator
164	Ms.N.V.D.I. Gimhani	Demonstrator
165	Ms.D.M.S. Dasanayake	Demonstrator
166	Ms.M.P.G.Dayana	Demonstrator
167	Ms.U.H.N.Silva	Demonstrator
168	Ms.N.B.N.D.Bandaranaiyake	Demonstrator
169	Ms.K.Nipunika Weligalla	Demonstrator
170	Ms.H.M.D.B.Menike	Demonstrator
171	Ms.D.M.N.S.M.Disanayake	Demonstrator
172	Ms.K.K.G.Suranji Malani	Demonstrator
173	Ms.R.A.C.D.Perera	Demonstrator
174	Ms.H.N. D. Priyangani	Demonstrator
175	Ms.O.G.K. Nishani	Demonstrator
176	Ms.M. Mahalingam	Demonstrator
177	Ms.D.M. I. Jayathilaka	Demonstrator
178	Ms.D.R.N.S. Disanayeke	Demonstrator
179	Ms.Nanda Malani	Demonstrator
180	Ms.Darshani Kumari	Demonstrator
181	Ms.S.P. Ranjani Priyantha	Demonstrator

No	Name	Designation
182	Ms.P. Thilakawathe	Demonstrator
183	Mr.E.K.Dayathilaka	Driver
184	Mr.K.M. Lalith	Driver
185	Mr.H.M. Sumanasekara	Driver
186	Mr.S.M.W.S. Samarakoon	Driver
187	Mr.K.D.G.D. Kalubowila	Driver
188	Mr.H.A. Pushpa Kumara	Driver
189	Mr.P.A.M. Shivanka De Silva	Driver
190	Ms.B.V. Dayawathe	Demonstrator Aide
191	Ms.S.P. Chandrawathi	Demonstrator Aide
192	Mr.L.B.A.S.N. Balasuriya	Demonstrator Aide
193	Ms.M.H.Y.D. Jayasinghe	Demonstrator Aide
194	Ms.K.I.S. Fernando	Demonstrator Aide
195	Ms.J. Rajani	Demonstrator Aide
196	Mr.J.A. Sugath	Demonstrator Aide
197	Ms.S.P.P.W.N.M. Priyadarshani	Demonstrator Aide
198	Mr.W.G. Rohana	Demonstrator Aide
199	Ms.D.L.R.W. Gunarathna	Demonstrator Aide
200	Ms.R.P. Jayasinghe	Demonstrator Aide
201	Ms.W.K. Wasantha	Demonstrator Aide
202	Ms.M.V. A. Muthugala	Demonstrator Aide
203	Ms.W.D.D.N. Ranasinghe	Demonstrator Aide
204	Ms.U.K. Pubudu Rukmani	Demonstrator Aide

No	Name	Designation
205	Ms.N.M.K. Shirani	Demonstrator Aide
206	Ms.S.D. Chandani Silva	Demonstrator Aide
207	Ms.K.P. P. Sarojani	Demonstrator Aide
208	Ms.L.A.A. Kumari Liyange	Demonstrator Aide
209	Ms.A. Wimaleshwari	Demonstrator Aide
210	Mr.B.P.Weerasinhe	Lathman
211	Mr.A.N. Udayasiri	Office Aide
212	Mr.J. Chandraratne	Office Aide
213	Mr.G.V. Nimalsiri	Office Aide
214	Mr.D.L. Nalinda Dhammika	Office Aide
215	Mr.W.M.S. Chandrarathna	Office Aide
216	Mr.M.U. S. Harischandra	Office Aide
217	Ms.M.P.M. Indrani Menike	Office Aide
218	Ms.A.D.S. Rupasinghe	Office Aide
219	Mr.A.B.V.W. D. Harshana	Office Aide
220	Ms.W.W.B.M.D.G.S. Kumarihami	Labour
221	Mr.A.M. S. Banda	Labour
222	Mr.D.R.V. Disanayake	Labour
223	Mr.T.L. Pathiraja	Labour
224	Ms.U.N. Ariyarathna	Labour
225	Mr.D.P.N. Wijenayake	Labour
226	Mr.D.M.N.Wickramasinghe	Watcher
227	Mr.W.G.H. Jayasena	Watcher
228	Mr.D.M.W. Bandara	Watcher

THE POWERS AND FUNCTIONS OF THE NATIONAL CRAFTS COUNCIL
ACCORDING TO THE ACT NO. 35 OF 1982

- a) Hold exhibitions both in Sri Lanka and abroad.
- b) Improve the quality of the raw materials used for the productions of handicrafts and of the finished products.
- c) Institute and award prizes, medals and scholarships for the study of handicrafts.
- d) Provide financial and any other assistance with the approval of the Minister to Crafts Council or other institutions or organizations engaged in design production or sale of handicrafts.
- e) Provide for the training of craftsmen and advise on all training programmes for craftsmen, apprentices and employees who are in charge of training institutions connected with craftsmen.
- f) Institute schemes for the welfare of craftsmen.
- g) Institute international exchange programmes for craftsmen.
- h) Organize workshops, seminars and conference, traditional, national and international levels improve the standards and skills of craftsmen.
- i) Provide for the dissemination of information and knowledge relating to crafts.
- j) Advise on the preservation of handicrafts of traditional, national or cultural value and set up crafts museums or galleries for the purpose of preserving such handicrafts.

**Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons,
Co-operative Development and Vocational Training & Skills Development
Annual Action Plan/Implementation Plan for Capital Budget (Summary) 2019
National Crafts Council**

Programme/ Project : Master Craftsmen Training Programme

Proposed Activity	Allocation (Rs. Mn.)	Date of Commencement	Date of Completion	Output or Indicator	Physical Targets	Responsible By	Contact Tel Nos.
i) Conducting master craftsmen training classes at district level	5.4	01.03.2019	30.08.2019	No. of master craftsmen training classes	60	Director, AD(T), Accountant, AD(D), AD (Plan.), AD(P)	Director : 0112787441 Accountant: 0112784008 AD (Planning): 0112787607
				No. of trainees	600		
ii) Providing raw material for the master craftsmen trainees	1.0	01.03.2019	30.05.2019	No. of craftsmen benefitted	400		
iii) Providing equipment for the master craftsmen trainees	0.5	01.03.2019	30.05.2019	No. of craftsmen benefitted	300		

Programme/ Project : Crafts Training Project (Training Centers)

Proposed Activity	Allocation (Rs. Mn.)	Date of Commencement	Date of Completion	Output or Indicator	Physical Targets	Responsible By	Contact Tel Nos.
i) Provision of Training Facilities through craft training centers	5.0	01.01.2019	31.12.2019	No. of full time trainees	1000	Director, AD(T), Accountant, AD(D), AD (Plan.), AD(P)	Director : 0112787441 Accountant: 0112784008 AD (Planning): 0112787607
				No. of non full time trainees	200		
				No. of producers / incubation	700		
ii) Providing raw material for trainees of crafts training centers	1.0	01.01.2019	30.09.2019	No. of craftsmen benefitted	500		

Programme/ Project : Conduct Basic/Intermediate and Entrepreneurship Development Training Programme

Proposed Activity	Allocation (Rs. Mn.)	Date of Commencement	Date of Completion	Output or Indicator	Physical Targets	Responsible By	Contact Tel Nos.
i) Conducting Basic / Intermediate Technology Training Workshops	1.2	01.01.2019	30.06.2019	No. of Workshops Conducted	9	Director, AD(T), Accountant, AD(D), AD (Plan.), AD(P)	Director : 0112787441 Accountant: 0112784008
				No. of Craftsmen Trained	225		
ii) "Shilpa Saviya" Entrepreneurial Promotional Programme for Outstanding Handicraftsmen	4.0	01.01.2019	30.09.2019	No. of Craftsmen upgraded	25		AD (Planning): 0112787607

Programme/ Project : Honors for craftsmen and bring them in to National Level & International Level

Proposed Activity	Allocation (Rs. Mn.)	Date of Commencement	Date of Completion	Output or Indicator	Physical Targets	Responsible By	Contact Tel Nos.
i) Presidential Awards Handicrafts Competition and Exhibition "Shilpa Abhimani - 2019" & Award Ceremony	30.0	04.10.2019	06.10.2019	No. of creations awarded	479	Director, AD(T), Accountant, AD(D), AD (Plan.), AD(P)	Director : 0112787441 Accountant: 0112784008 AD (Planning): 0112787607
				No. of Creations Selected for Presidential Awards Handicrafts Competition	1500		
ii) Provincial Handicrafts Competition and Exhibition (For 09 provinces)	3.15	13.08.2019	15.09.2019	No. of Provincial Exhibitions held towards National Exhibition	9		
				No. of Crafts Persons participated	4000		
iii) Conducting Awareness Programmes towards National Handicrafts Exhibition	1.7	25.02.2019	29.03.2019	No. of Awareness Programmes Conducted	25		
				No. of Craftsmen Participated	3500		

Programme/ Project : "Shilpa Navoda" All Island School Handicrafts Competition & Exhibition

Proposed Activity	Allocation (Rs. Mn.)	Date of Commencement	Date of Completion	Output or Indicator	Physical Targets	Responsible By	Contact Tel Nos.
i) "Shilpa Navoda" All Island School Handicrafts Competition & Exhibition	7.6	01.01.2019	30.06.2019	No. of schools participated	125	Director, AD(T), Accountant, AD(D), AD (Plan.), AD(P)	Director : 0112787441 Accountant: 0112784008 AD (Planning): 0112787607
				No. of children participated	40000		

Programme/ Project : Welfare Programmes For Craftsmen

Proposed Activity	Allocation (Rs. Mn.)	Date of Commencement	Date of Completion	Output or Indicator	Physical Targets	Responsible By	Contact Tel Nos.
i) Registering Craftsmen, Issuing ID cards & Upgrading of Data Base /Conducting Mobile Service on Registration of Craftsmen	0.9	01.01.2019	31.12.2019	No. of Craftsmen registered & Issued ID Cards	1600	Director, Accountant, AD(D), AD (Plan.), AD(P)	Director : 0112787441 Accountant: 0112784008 AD (Planning): 0112787607
ii) Establishing District Crafts Council / Establishing & Restructuring Crafts Societies	0.3	01.01.2019	30.11.2019	No. of District Crafts Councils established	19		
				No. of Crafts Societies established & restructured	20		
iii) Conducting Craftsmen Welfare Programmes	0.25	01.01.2019	30.11.2019	No. of Craftsmen benefited	100		
iv) Facilitation For Cultivation of Raw Material & Distribution	0.5	01.01.2019	30.11.2019	No. of plants planted	On requirement		
				No. of craftsmen benefitted			
v) "Shilpa Suraksha" Insurance Scheme for Handicraftsmen	7.0	01.01.2019	31.12.2019	No. of craftsmen benefitted	5000		

Programme/ Project : Provision of machinery, equipment, tools & raw material to initiate self-employment in the field of handicrafts

Proposed Activity	Allocation (Rs. Mn.)	Date of Commencement	Date of Completion	Output or Indicator	Physical Targets	Responsible By	Contact Tel Nos.
i) Provision of machinery, equipment, tools and raw material for trained person of Master craftsmen training programme	1.5	01.01.2019	15.06.2019	No. of master craftsmen trainees facilitated	200	Director, AD(T), Accountant, AD(D), AD (Plan.), AD(P)	Director : 0112787441 Accountant: 0112784008 AD (Planning): 0112787607
ii) Provision of machinery, equipment, tools and raw material for trained person of crafts training centers	1.5	01.01.2019	15.06.2019	No. of trainees of crafts training centers facilitated	200		
iii) Provision of machinery, equipment, tools and raw material for craftsmen	1.5	01.01.2019	30.10.2019	No. of craftsmen facilitated	200		

Programme/ Project : Conducting Local Market Promotion Programme

Proposed Activity	Allocation (Rs. Mn.)	Date of Commencement	Date of Completion	Output or Indicator	Physical Targets	Responsible By	Contact Tel Nos.
i) Conducting Local Trade fairs and Exhibitions	2.0	01.01.2019	31.12.2019	No. of Trade fairs	4	Director, AD(D), Accountant, AD (Plan.), AD(P)	Director : 0112787441 Accountant: 0112784008 AD (Planning) : 0112787607
				No. of Craftsmen participated/benefitted	100		
				Value of Sales (Rs.Mn)	8.0		
ii) Conducting Other Marketing Promotion Programmes * Conduct marketing programme through Good Market * Others	1.0	01.01.2019	31.12.2019	No of Craftsmen benefited	100		

Programme/ Project : Participating Foreign Market Promotion & Training Programmes

Proposed Activity	Allocation (Rs. Mn.)	Date of Commencement	Date of Completion	Output or Indicator	Physical Targets	Responsible By	Contact Tel Nos.
i) Surajkund Crafts Mela in Haryana, India	1.0	01.02.2019	15.02.2019	No. of Foreign Exhibitions / Trade fairs / Training / Seminars	4	Director, Accountant, AD(D), AD (Plan.), AD(P)	Director : 0112787441 Accountant: 0112784008 AD (Planning): 0112787607
iii) Crafts Fair in Germany	1.0	March	December	No. of Crafts Producers provided with marketing assistance	20		
iv) Other Exhibitions / Fairs / Training / Seminars / Competition	0.7	March					
v) International Handicrafts Exhibition "Shilpa Abhimani - 2019"	0.5	October		Value of Sales (Rs. Mn.)	4.0		

Programme/ Project : Conducting Propaganda Programmes & Crafts Knowledge Development

Proposed Activity	Allocation (Rs. Mn.)	Date of Commencement	Date of Completion	Output or Indicator	Physical Targets	Responsible By	Contact Tel Nos.
i) Publishing Crafts Profiles, Brochures & other media programmes	0.5	01.03.2019	31.12.2019	No. of crafts profiles, brochures published	1	Director, Accountant, AD(D), AD (Plan.), AD(P)	Director : 0112787441 Accountant: 0112784008
ii) Publishing "Shilpa puwath" Quarterly Magazine	0.5	01.04.2019	31.12.2019	No. of magazines published	2		AD (Planning): 0112787607

**Programme/ Project : Human Resource Development Programme
(Capacity Building , Language & Skill Development)**

Proposed Activity	Allocation (Rs. Mn.)	Date of Commencement	Date of Completion	Output or Indicator	Physical Targets	Responsible By	Contact Tel Nos.
i) Human Resource Development Programme (Capacity Building, Language & Skills Development)	0.6	Jan.	Dec.	No of employees trained	50	Director, AD(A)	Director : 0112787441 Accountant: 0112784008 AD (Planning): 0112787607

Programme/ Project : Rehabilitation & Improvement of Capital Assets - Building & Structures

Proposed Activity	Allocation (Rs. Mn.)	Date of Commencement	Date of Completion	Output or Indicator	Physical Targets	Responsible By	Contact Tel Nos.
i) Upgrading of Head office building complex & Provincial Offices	2.4	01.01.2019	15.11.2019	No. of head office building & Provincial Offices upgraded	1	Chairman, Director, AD (A), Accountant, AD(D) AD (Plan.), AD(P)	Director : 0112787441 Accountant: 0112784008 AD (Planning): 0112787607
ii) Upgrading of Handicrafts Production & Marketing Village	7.3	01.01.2019	30.06.2019	No. of crafts villages upgraded	2		
iii) Rehabilitation/Upgrading of crafts training centers	1.0	01.01.2019	15.11.2019	No. of crafts training centers developed with infrastructure facilities	3	Chairman, Director, AD(T), AD(A), Accountant, AD(D) AD (Plan.), AD(P)	

Programme/ Project : Acquisition of Capital Assets

Proposed Activity	Allocation (Rs. Mn.)	Date of Commencement	Date of Completion	Output or Indicator	Physical Targets	Responsible By	Contact Tel Nos.
i) Purchasing Office Equipment for Head office & Provincial offices	1.0	01.01.2019	15.11.2019	No. of offices facilitated	On requirement	Chairman, Director, AD(T), AD (A), Accountant, AD(D) AD (Plan.), AD(P)	Director : 0112787441 Accountant: 0112784008 AD (Planning): 0112787607
ii) Purchasing of awarded creations for Museum	1.0	01.05.2019	15.11.2019	No. of awarded handicrafts creations purchased	15		
iii) Purchasing of machinery & equipment for crafts training centers	0.5	01.01.2019	15.11.2019	No. of crafts training centers facilitated	10		
Total	95.00						

Programme/ Project : Development of Enterprise Villages and Women Entrepreneurship Programme

Proposed Activity	Allocation (Rs. Mn.)	Date of Commencement	Date of Completion	Output or Indicator	Physical Targets	Responsible By	Contact Tel Nos.
Paththinipuram Palmyra based Production Village in Trincomalee.	2.2	01.02.2019	31.12.2019	No of Craftsmen benefited	40	Chairman, Director, AD(T), Accountant, AD(D) AD (Plan.), AD(P)	Director : 0112787441 Accountant: 0112784008 AD (Development) 0112177336 AD (Planning): 0112787607
Weeragula Clay base Production Village in Gampaha.	6.3			No of Craftsmen benefited	40		
Tarapuram Handloom Textile based Production Village in Mannar.	2.4			No of Craftsmen benefited	60		
Athumalpitiya Wood Carving based Production Village in Polonnaruwa.	2.2			No of Craftsmen benefited	30		
Galwanguwa Palmyrah & Pulp Production Village in Kurunegala	3.3			No of Craftsmen benefited	35		
Pulichcchikulam Clay base Production Village in Puttalm	3.0			No of Craftsmen benefited	40		
Manampitiya Mat Production Village in Polonnaruwa	4.3			No of Craftsmen benefited	22		
Liyanwala Silver Jewellery Production Village in Nuwara Eliya	0.2			No of Craftsmen benefited	4		
Ballapana Pottery Production Village in Kegalle	1.2			No of Craftsmen benefited	60		
Senapathiya Cane Production Village in Badulla	0.6			No of Craftsmen benefited	35		
Uhana Clay Base Production Village in Ampara	1.5			No of Craftsmen benefited	28		
Maussagolla Miscellaneous Village in Kandy	3.5			No of Craftsmen benefited	35		
Kawanthissapura Miscellaneous Village in Hambantota	2.0	No of Craftsmen benefited	50				
Total	32.70				479		

Programme/ Project : Crafts Training Project (Training Centers)

Proposed Activity	Time Frame												Responsible By
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	
i) Provision of Training Facilities through craft training centers													Director, AD(T), Accountant, AD(D), AD (Plan.), AD(P)
* Intake of trainees	→												
* Conducting training programmes												→	
* Conducting exams & awarding certificates												→	
* Payments for Trainees		→	→	→	→	→	→	→	→	→	→	→	
ii) Providing raw material for trainees of crafts training centers													
* Need Identification	→												
* Preparation of raw material list	→	→											
* Tender procedures/Purchasing		→											
* Distribution of raw material			→	→	→	→	→	→	→	→	→	→	

Programme/ Project : Conduct Basic/Intermediate and Entrepreneurship Development Training Programme

Proposed Activity	Time Frame												Responsible By
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	
i) Conducting Basic / Intermediate Technology Training Workshops													Director, AD(T), Accountant, AD(D), AD (Plan.), AD(P)
* Need assessment on training	→												
* Organize Trainers	→	→											
* Conduct training		→	→	→	→	→	→	→	→	→	→	→	
* Evaluation		→						→					
ii) "Shilpa Saviya" Entrepreneurial Promotional Programme for Outstanding Handicraftsmen													
* Need assessment on training	→	→											
* Organize Trainers		→	→										
* Conduct training on (New design, Packaging, Branding, Pricing, Entrepreneurship)					→	→	→	→	→	→	→	→	
* Market Linkage								→	→	→	→	→	
* Evaluation								→	→	→	→	→	

Programme/ Project : Welfare Programmes For Craftsmen

Proposed Activity	Time Frame												Responsible By	
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.		
i) Registering Craftsmen, Issuing ID cards & Upgrading of Data Base /Conducting Mobile Service on Registration of Craftsmen														Director, Accountant, AD(D), AD (Plan.), AD(P)
* Identify & gather information on non- registered Craftsmen						→								
* Get them registered & Issue of ID Cards for new & existing Craftsmen												→		
* Continue the process												→		
* Conducting Mobile Service on Registration of Craftsmen				→	→	→	→	→	→	→	→	→	→	
Upgrading of Data Base														
* Need assessment	→													
* Tender Processing		→												
* Tender awarding			→											
* Data Collection												→		
* Establishment of Data Base				→	→	→	→	→	→	→	→	→	→	
ii) Establishing District Crafts Council / Establishing & Restructuring Crafts Societies														
Establishing District Crafts Council			→											
Establishing & Restructuring Crafts Societies												→		
iii) Conducting Craftsmen Welfare Programmes														
* Identify & select the craftsmen												→		
* Providing facilities												→		
iv) Facilitation For Cultivation of Raw Material & Distribution														
* Identify requirements		→	→											
* Select necessary plants			→											
* Purchase / obtain plants									→					
* Transport & distribution of plants										→				
* Ensuring the plantation												→		
* Follow up												→		
v) "Shilpa Suraksha" Insurance Scheme for Handicraftsmen														
* Tender Processing	→	→												
* Select craftsmen	→													
* Tender awarding		→												
* Implementation of training programmes												→		
* Evaluation of the programme							→					→		

Programme/ Project : Provision of machinery, equipment, tools & raw material to initiate self-employment in the field of handicrafts

Proposed Activity	Time Frame												Responsible By
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	
i) Provision of machinery, equipment, tools and raw material for trained person of Master craftsmen training programme * Selection of the beneficiaries * Identify requirements * Tender procedures * Purchasing of machinery, equipment, tools and raw material * Distribution of machinery, equipment, tools and raw material		→											Director, AD(T), Accountant, AD(D), AD (Plan.), AD(P)
	→												
		→											
			→										
				→									
					→								
						→							
							→						
								→					
ii) Provision of machinery, equipment, tools and raw material for trained person of crafts training centers * Selection of the beneficiaries * Identify requirements * Tender procedures * Purchasing of machinery, equipment, tools and raw material * Distribution of machinery, equipment, tools and raw material		→											Director, AD(T), Accountant, AD(D), AD (Plan.), AD(P)
	→												
		→											
			→										
				→									
					→								
						→							
							→						
								→					
iii) Provision of machinery, equipment, tools and raw material for craftsmen * Identify craftsmen * Identify & select the requirements * Tender procedures * Purchasing of machinery, equipment, tools and raw material * Distribution of Equipment											→		Director, AD(T), Accountant, AD(D), AD (Plan.), AD(P)
											→		
											→		
		→				→		→					
							→		→				
					→			→		→			

Programme/ Project : Conducting Propaganda Programmes & Crafts Knowledge Development

Proposed Activity	Time Frame												Responsible By
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	
i) Publishing Crafts Profiles, Brochures & other media programmes * Preparation of Samples * Finalize the Artworks * Calling for Quotations * Awarding tender for printing * Distribution of Brochures / Profiles			→	→	→	→				→			Director, Accountant, AD(D), AD (Plan.), AD(P)
ii) Publishing "Shilpa Puwath" Quarterly Magazine * Collecting information * Preparation of magazine * Publishing "Shilpa Puwath" Quarterly Magazine * Distribution	→					→	→					→	

Programme/ Project : Human Resource Development Programme (Capacity Building , Language & Skill Development)

Proposed Activity	Time Frame												Responsible By
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.	
i) Human Resource Development Programme (Capacity Building, Language & Skills Development) * Need Identification * Selected beneficiaries * Implementation of training programmes	→						→						Director, AD(A)
		→				→		→				→	

Programme/ Project : Rehabilitation & Improvement of Capital Assets - Building & Structures

Proposed Activity	Time Frame												Responsible By	
	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.		
i) Upgrading of Head office building complex & Provincial Offices * Obtain estimates * Procurement procedures * Construction * Make payments		→	→	→									Chairman, Director, AD(A), Accountant, AD(D) AD (Plan.), AD(P)	
ii) Upgrading of Handicrafts Production & Marketing Village (Hambantota, Sigiriya & Molagoda) * Need identification * Procurement procedures * Beginning of construction * Make payments			→	→	→									Chairman, Director, AD(T), AD(A), Accountant, AD(D) AD (Plan.), AD(P)
iii) Rehabilitation/Upgrading of crafts training centers * Obtain estimates * Procurement procedures * Construction * Make payments		→	→	→	→									

National Crafts Council Capital Budget for Year - 2019

Budget Code	Programme	Estimated (Rs. Mn.)	Amended (Rs. Mn.)
2507	1 Provision of Precise Training to all keen on field of handicrafts		
	i Conduct master craftsmen training programme	9.2	6.9
	Allowances For Master Craftsmen (Instructors) - (Rs.10,000 x 60 Classes x 6 Months)	3.6	3.6
	Provision of Raw Material For Trainees	1.0	1.0
	Provision of Equipment For Trainees	1.0	0.5
	Allowances For Master Craftsmen Trainees - (Rs.1000 x 600 Trainees x 3 Months)	3.6	1.8
	ii Provision of training through crafts training centers	6.0	6.0
	Allowances For Trainees - (Rs. 1000 x 1200 Trainees x 6 Months)	5.0	5.0
	Provision of Raw Material For Trainees	1.0	1.0
	iii Conduct Basic/Intermediate and Entrepreneurship Development Training Programme	5.5	5.2
	Conducting Basic / Intermediate Technology Training Workshops (25 Workshops x Rs. 60000)	1.5	1.2
	"Shilpa Saviya" Entrepreneurial Promotional Programme for Outstanding Handicraftsmen	4.0	4.0
	2 Honors for craftsmen and bring them in to National and International Level	34.85	34.85
	i Presidential Awards Handicrafts Competition & Exhibition "Shilpa Abhimani - 2019" and Award Ceremony (20+10)	30.0	30.0
	ii Provincial Handicrafts Competition and Exhibition (For 09 provinces) - (Rs. 250,000 x 9 + Rs. 100,000 x 9)	3.15	3.15
	iii Conducting Awareness Programmes towards National Handicrafts Exhibition - (Rs. 68,000 x 25)	1.7	1.7
3 "Shilpa Navoda" All Island School Handicrafts Competition & Exhibition	10.0	7.6	

Budget Code		Programme	Estimated (Rs. Mn.)	Amended (Rs. Mn.)
2507	4	Welfare programme for craftsmen	10.2	8.95
	i	Registering Craftsmen, Issuing ID cards & Upgrading of Data Base	0.7	0.9
	ii	Establishing District Crafts Council / Establishing & Restructuring Crafts Societies	0.5	0.3
	iii	Conducting Craftsmen Welfare Programmes	1.5	0.25
	iv	Facilitation For Cultivation of Raw Material & Distribution	0.5	0.5
	v	“Shilpa Suraksha” Insurance Scheme for Handicraftsmen	7.0	7.0
	5	Provision of machinery, equipment, tools and raw material to initiate self-employment in the field of handicrafts	4.5	4.5
	i	Provision of machinery, equipment, tools and raw material for trained person of Master craftsmen training programme	1.5	1.5
	ii	Provision of machinery, equipment, tools and raw material for trained person of crafts training centers	1.5	1.5
	iii	Provision of machinery, equipment, tools and raw material for craftsmen	1.5	1.5
	6	Conducting Local Market Promotion Programme	3.0	3.0
	i	Conducting Local Trade fairs and Exhibitions	2.0	2.0
	ii	Conducting Other Marketing Promotion Programmes	1.0	1.0
	7	Participating Foreign Market Promotion & Training Programmes	4.0	3.2
	i	Surajkund Crafts Mela in Haryana, India	1.0	1.0
	ii	Crafts Fair in Indonesia - INACRAFT	0.8	—
	iii	Crafts Fair in Germany	1.0	1.0
	iv	Other Exhibitions / Fairs / Training / Seminars / Competition	0.7	0.7
	v	International Handicrafts Exhibition "Shilpa Abhimani - 2019"	0.5	0.5
	8	Conducting Propaganda Programmes & Crafts Knowledge Development	1.0	1.0
	i	Publishing Crafts Profiles, Brochures & other media programmes	0.5	0.5
	ii	Publishing "Shilpa puwath" Quarterly Magazine	0.5	0.5

Budget Code		Programme	Estimated (Rs. Mn.)	Amended (Rs. Mn.)
2401	9	Human Resource Development Programme (Capacity Building , Language & Skill Development)	1.0	0.6
2001	10	Rehabilitation & Improvement of Capital Assets - Building & Structures	6.0	10.7
	i	Upgrading of Head office building complex & Provincial Offices	2.0	2.4
	ii	Upgrading of Handicrafts Production & Marketing Villages (Hambantota, Sigiriya & Molagoda)	3.0	7.3
	iii	Rehabilitation/Upgrading of crafts training centers	1.0	1.0
2102	11	Acquisition of Capital Assets	2.5	2.5
	i	Purchasing Office Equipment for Head office & Provincial offices	1.0	1.0
	ii	Purchasing of awarded creations for Museum	1.0	1.0
	iii	Purchasing of Machinery & Equipment For Crafts Training Centers	0.5	0.5
		Total	97.75	95.00
	12	Special Projects (New and Ongoing)	34.00	32.70
12-2502		Development of Enterprise villages and Women Entrepreneurship (Ministry Funds)	34.0	32.70
		Grand Total	131.75	127.70

National Crafts Council - Audit Plan for the year 2019

Thrust Area	No	Programs / Activities	Budgetary Allocation (Rs. in Millions)	Objective of the Activity		Internal Audit Activity	Risk Rating	Time frame for Internal Audit Operation				IA Resource to be used (Man Hours)
								Q ₁	Q ₂	Q ₃	Q ₄	
Master Craftsmen Training Program	(i)	Conducting Master craftsmen training classes at district level	5.4	No. of master craftsmen training classes	60	*Visit Master Craftsmen Training Classes conducted in Kagalle, Monaragala, Galle, Matara, Trincomalee and Batticaloa districts. *Review the procedures and the efficacy of the training provided by master craftsmen training classes. *Arrange field visits to meet people who received equipments after successfully completing the training program.	5%	√	√	√	√	343
				No. of trainees	600							
	(ii)	Providing Raw Material for the master craftsmen Trainees	1.0	No. of craftsmen benefitted	400							
	(iii)	Providing Equipments for the master Trainees	0.5	No. of craftsmen benefitted	300							
Crafts Training Project (Training Centers)	(i)	Provision of Training Facilities through craft training centers	5.0	No. of full time trainees	1000	*Visit Crafts Training Centers in Kagalle, Monaragala, Galle, Matara, Trincomalee and Batticaloa districts. *Attention on production, sales and petty cash reimbursement procedures and the procedure of maintaining the records of the trainees and other beneficiaries of these centers.	10%	√	√	√	√	686
				No. of non full time trainees	200							
				No. of producers/ incubation	700							
	(ii)	Providing Raw Material For Trainees of craft training centers	1.0	No. of craftsmen benefitted	500	*Arrange field visits to meet people who received equipments after successfully completing the training program						

Thrust Area	No	Programs / Activities	Budgetary Allocation (Rs. in Millions)	Objective of the Activity		Internal Audit Activity	Risk Rating	Time frame for Internal Audit Operation				IA Resource to be used (Man Hours)		
								Q ₁	Q ₂	Q ₃	Q ₄			
Conduct Basic/Intermediate and Entrepreneurship Development Training Programme	(i)	Conducting Basic/Intermediate Technology Training Workshops	1.2	No. of Workshops Conducted	09	*Conducting a survey of participants of the exhibition and a survey of Craftsmen participated for the exhibition *Analyse the income received by craftsmen and reporting the observations *Arrange field visits to meet the beneficiaries of 'Shilpa Saviya' programme	5%	√	√	√	√	343		
	(ii)	“ Shilpa Saviya” Entrepreneurial Promotional Program for Handicraftsmen	4.0	No of craftsmen Trained	225								No. of craftsmen upgraded	25
Honors for craftsmen and bring them in to National Level & International Level	(i)	Presidential Awards Handicrafts Competition and Exhibition “ Shilpa Abhimani – 2019” & Award Ceremony	30.0	No. of creations awarded	479	*Conducting a survey of participants of the exhibition and a survey of trade stalls *Review the procedures of selecting craftsmen for trade stalls and reporting the observations *Vouch receipts of income from sale of stalls *Vouching of payments.	5%			√	√	343		
	(ii)	Provincial Handicrafts Competition and Exhibition (For 09 Provinces)	3.15	No. of Creations Selected for Presidential Awards Handicrafts Competition	1500								No. of Provincial Exhibitions held towards National Exhibition	9
	(iii)	Conducting Awareness Programmes towards National Handicrafts Exhibition	1.7	No. of Crafts Persons participated	4000								No. of Awareness Programmes Conducted	25
	(iv)	“Shilpa Navoda” All Island School Handicrafts Competition	7.6	No. of Craftsmen Participated	3500								No. of Schools participated	125

Thrust Area	No	Programs / Activities	Budgetary Allocation (Rs. in Millions)	Objective of the Activity		Internal Audit Activity	Risk Rating	Time frame for Internal Audit Operation				IA Resource to be used (Man Hours)
								Q ₁	Q ₂	Q ₃	Q ₄	
Welfare Programs For Craftsmen	(i)	Registering Craftsmen, Issuing ID cards & Upgrading of Data Base	0.9	No. of Craftsmen registered & Issued ID Cards	1600	*Vouching of payments	10%	v	v	v	v	686
	(ii)	Establishing District Crafts Council / Establishing & Restructuring Crafts Societies	0.3	No. of District Crafts Councils established	19	*Review the compliance with the rules and regulations stated in the "Constitution of welfare program"						
				No. of Crafts Societies established & restructured	20							
	(iii)	Conducting Craftsmen Welfare Programs	0.25	No. of craftsmen benefited	100	*Arrange field visits to examine the progress of cultivation of Raw Material and Distribution						
	(iv)	Facilitation For Cultivation of Raw Material & Distribution	0.5	No. of plants planted No of craftsmen benefitted	On requirement	*Review the purchasing procedures and selling procedures of brass and silver raw material and prepare stock Reconciliation						
(v)	"Shilpa Suraksha" Insurance Scheme for Handicraftsmen	7.0	No. of craftsmen benefitted	5000	* Conducts audits with respect of Handicrafts showrooms in Colombo and molagoda							

Thrust Area	No	Programs / Activities	Budgetary Allocation (Rs. in Millions)	Objective of the Activity		Internal Audit Activity	Risk Rating	Time frame for Internal Audit Operation				IA Resource to be used (Man Hours)
								Q ₁	Q ₂	Q ₃	Q ₄	
Provision of machinery, equipment, tools & raw material to initiate self - employment in the field of handicrafts	(i)	Provision of machinery, equipment, tools and raw material for trained person of Master craftsmen training programme	1.5	No. of master craftsmen training facilitated	200	*Review the Procedure of selecting craftsmen to be benefited under this program *Prepare a list of craftsmen benefited under this program *Arrange field visits to meet the beneficiaries who received comparatively high value of equipments in Monaragala, Galle, Matara, Trincomalee and Batticaloa districts.	5%	v	v	v	v	343
	(ii)	Provision of machinery, equipment, tools and raw material for trained person from Crafts Training Centers	1.5	No. of trainees of crafts training centers facilitated	200							
	(iii)	Provision of machinery, equipment, tools and raw material for craftsmen	1.5	No. of craftsmen facilitated	200							
Conducting Local Market Promotion Programme	(i)	Conducting Local Trade fairs and Exhibitions	2.0	No.of trade fairs	4	*Conducting a survey of the participants, quality of goods sold and total sales of the trade stalls	5%			v	v	343
	(ii)	Conducting Other Marketing Promotion Programmes *Coduct Marketing programme through Good Market *Others	1.0	No of craftsmen participated / benefitted value of sales (Rs. Mn) No. of Craftsmen benefited	100 8.0 100	*Vouch receipts of income from sale of stalls						

Thrust Area	No	Programs / Activities	Budgetary Allocation (Rs. in Millions)	Objective of the Activity		Internal Audit Activity	Risk Rating	Time frame for Internal Audit Operation				IA Resource to be used (Man Hours)
								Q ₁	Q ₂	Q ₃	Q ₄	
Participating Foreign Market Promotion & Training Programmes	(i)	Surajkund Crafts Mela in Haryana, India	1.0	No. of Foreign Exhibitions / Trade Fairs/Training/ Seminars	4	*Visit craftsmen participated for these programs during the year 2018 and evaluate their progress	5%	v	v			343
	(ii)	Crafts Fair Germany	1.0	No. of Crafts Producers provided with marketing assistance		*Attention on settlement of advances						
	(iii)	iv) Other Exhibitions / Fairs / Training / Seminars / Competition	0.7		20	*Vouch foreign travelling expenses & trace accounting entries to ledger accounts						
	(iv)	v) International Handicrafts Exhibition "Shilpa Abhimani - 2019"	0.5	Value of Sales (Rs. Mn.)	4.0							
Human Resource Development programme (Capacity Building, Language & Skill Development)	(i)	Human Resource Development Programme (Capacity Building, Language & skill Development)	0.6	No . Of employees trained	50	*Examine the maintenance of records personal, salary records and adherence to recruitment and promotion rules *Review the Process of identifying training needs of the Organization, selecting the training methods and mode of admistrating and evaluating training.	5%			v		343

Thrust Area	No	Programs / Activities	Budgetary Allocation (Rs. in Millions)	Objective of the Activity		Internal Audit Activity	Risk Rating	Time frame for Internal Audit Operation				IA Resource to be used (Man Hours)
								Q ₁	Q ₂	Q ₃	Q ₄	
Rehabilitation & Improvement of Capital Assets - Building & Structures	(i)	Upgrading of Head office building complex & Provincial Offices	2.4	No . Of head office building & Provincial offices upgraded	1	*Vouching of payments and evaluate the performance	5%		v	v	v	343
	(ii)	Upgrading of Handicrafts Production & Marketing Village	7.3	No. of crafts villages upgraded	2	*Trace details of payments to cash book and ledger accounts						
	(iii)	Rehabilitation/ Upgrading of crafts training centers	1.0	No.of crafts training centers developed with infrastructure facilities	3	*Attention on purchasing procedure Tender/ Quotations. *Check maintenance of stock registers						
Final Accounts		Preparation of Final Accounts		Preparation and fair presentation of the financial statements in accordance with generally accepted accounting principles		*Checking of Final Accounts prepared *Attention on Bank Reconciliations prepared	40%	v				2,744
Total							100%					6,860

Number of working days	245
Number of working hrs per day	7
Number of staff	4
Total Man hours	<u>6,860</u>

Risk Rating: Factors considered in Risk Rating are; Budget Allocation, Internal Controls introduced, Systems and Procedures etc.

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Prepared By,
Internal Auditor - National Crafts Council

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Approved by,
Chairperson - National Crafts Council.

PROCUREMENT PLAN FOR YEAR 2019

Ministry of Industry & Commerce, Resettlement of Protracted Displaced Persons, Co-operative Development and Vocational Training & Skills Development

National Crafts Council

Department / Line Agency / Ministry	Procurement Category	Estimated Cost (Rs. Mn)	Source of Financing / Name of the Donor	Procurement Method (ICB,LIB,LNB, NCB and National Shopping ect)	Level of Authority	Priority Status U= Urgent P=Priority N=Normal	Current Status of Procurement preparedness activity	Scheduled date of commencement	Scheduled date of completion
National Crafts Council	Providing raw material for the master craftsmen trainees	1.0	GOSL	NS	HD	N	As required	01.02.2019	30.05.2019
	Providing equipment for the master craftsmen trainees	0.5	GOSL	NS	DPC	N	As required	01.02.2019	30.05.2019
	Providing raw material for trainees of crafts training centers	1.0	GOSL	NS	HD	N	As required	01.01.2019	30.09.2019
	"Shilpa Saviya" Entrepreneurial Promotional Programme for Outstanding Handicraftsmen	4.0	GOSL	NS	HD	N	As required	01.01.2019	30.09.2019
	Presidential Awards Handicrafts Competition and Exhibition "Shilpa Abhimani - 2019" & Awards Ceremony	30.0	GOSL	NCB	MPC/DPC/HD	N	As required	01.08.2019	06.10.2019
	"Shilpa Navoda" All Island School Handicrafts Competetion	7.6	GOSL	NCB	MPC/DPC/HD	N	As required	01.01.2019	30.06.2019
	Registering craftsmen & issuing ID cards	0.9	GOSL	NS	HD	N	As required	01.01.2019	31.12.2019
	Facilitation for cultivation of raw material & distribution	0.5	GOSL	NS	HD	N	As required	01.01.2019	30.11.2019
	"Shilpa Suraksha" Insurance scheme for handicraftmen	7.0	GOSL	LNB / NS	DPC	N	As required	01.12.2018	31.12.2019
	Provision of machinery, equipment, tools and raw material for trained person of master craftsmen training programme	1.5	GOSL	NS	HD	N	As required	01.01.2019	15.06.2019
	Provision of machinery, equipment, tools and raw material for trained person of crafts training centers	1.5	GOSL	NS	HD	N	As required	01.01.2019	15.06.2019

Department / Line Agency / Ministry	Procurement Category	Estimated Cost (Rs. Mn)	Source of Financing / Name of the Donor	Procurement Method (ICB,LIB,LNB, NCB and National Shopping ect)	Level of Authority	Priority Status U= Urgent P=Priority N=Normal	Current Status of Procurement preparedness activity	Scheduled date of commencement	Scheduled date of completion
National Crafts Council	Provision of machinery, equipment, tools and raw material for craftsmen	1.5	GOSL	NS	HD	N	As required	01.01.2019	30.10.2019
	Conducting local trade fairs & exhibitions	2.0	GOSL	NS	DPC/HD	N	As required	01.01.2019	31.12.2019
	Conducting other marketing promotion programmes	1.0	GOSL	NS	HD	N	As required	01.01.2019	31.12.2019
	Publishing Crafts Profiles, Brochures & Other media programme	0.5	GOSL	NS	HD	N	As required	01.02.2019	31.12.2019
	Publishing "Shilpa Puwath" quarterly magazine	0.5	GOSL	NS	HD	N	As required	01.03.2019	31.12.2019
	Human resource development programme (capacity building, language & skills development)	0.6	GOSL	NS	HD	N	As required	01.01.2019	31.12.2019
	Upgrading head office building complex & provincial office	2.4	GOSL	NS	DPC	N	As required	01.01.2019	15.11.2019
	Upgrading of handicrafts production & marketing villages	7.3	GOSL	NS	DPC	N	As required	01.01.2019	30.06.2019
	Rehabilitation/upgrading of crafts training centers	1.0	GOSL	NS	DPC	N	As required	01.01.2019	15.11.2019
	Purchasing office equipment for head office & provincial offices	1.0	GOSL	NS	DPC/HD	N	As required	01.01.2019	15.11.2019
	Purchasing of machinery & equipment for crafts training centers	0.5	GOSL	NS	DPC/HD	N	As required	01.01.2019	15.11.2019

Prepared By
Procurement Officer

Checked By
Assistant Director - Admin

Approved By
Director

GOSL - Government of Sri Lanka
NS - National Shopping
NCB - National Competitive Bidding
LNB - Limited National Bidding

DPE - Department Procurement Committee
HD - Head of Department
MPC - Ministry Procurement Committee

TRAINING POLICY OF NATIONAL CRAFTS COUNCIL

Objectives

- To enhance job related knowledge, skills & attitudes of the staff
- To obtain maximum output from employees to achieve desired objectives of the National Crafts Council effectively and efficiently
- To retain competent and motivated staff
- To create an environment where employees can enhance their competencies to achieve their future career goals

Training Procure

- Each employee will get the opportunity to participate at least for one training programme
- One employee will get maximum 3 training opportunities per year
- Head of the department / Superior should responsible for identifying training needs of subordinates and providing support to fulfill their training needs
- Administration Department will get the responsibility for evaluation of Training & Development process and make necessary adjustments

Training Plan – 2019

- There will be two common training programmes
 1. Senior Manager, Manager, Junior Manager, Associate Officer Levels
During the 3rd quarter on Sustainable goals, Social Enterprises, Creative Economics, Motivation, Procurement
 2. Management Assistant – Non Tech (Except Craft Demonstrator), Primary Level Skilled / Unskilled Levels
during the 4th quarter on motivation, team work, capacity building
- Trainings on product development will be conducted for Crafts Demonstrators by the Crafts Training Department

S/N	Areas focus	Employee Levels						
		Senior Manager	Manager	Junior Manager	Associate Officer	Management Asst. (Non Tech)	Primary Level Skilled	Primary Level Un Skilled
01	Subject Related Knowledge <ul style="list-style-type: none"> - Development - Crafts Training - Administration - Planning - Accounting - Audit 							
02.	Managerial Skills <ul style="list-style-type: none"> - Leadership - Planning - Project Management - Communication & Presentation - Problem Solving - Human Resource Management 							
03.	Procurement							
04.	Language Proficiency <ul style="list-style-type: none"> - English - Tamil 							
05.	Computer Skills							
06.	Contemporary Trends							