

12. Annexure 03 (Applies to 1.6)

Report	: Performance Report / Annual Report
Name of the Statutory Body/ Department	:
Name of the Ministry	:
Date the report is brought to the Office of the Leader of the House:

*Place ✓ symbol in the cages in front as applicable.

	Only for the use of the Office of the Leader of the House		
	Yes	Yes	No
1. Title of the report, name of the statutory body/ name of the Ministry/ Department are mentioned in order on the envelope of the printed copy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Contains 12 printed copies in all three languages.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Copies prepared separately in each of the three languages as,			
i. 12 Sinhala copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. 12 Tamil copies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. 12 English copies <i>(Mark either 2 or 3 above as applicable.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. There are three files separately prepared in each of the three Languages in PDF format.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. A PDF file prepared in each language is equal to or less than 20 MB in capacity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. PDF files have been properly named <i>(as per 8.1 (4) of the guideline)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. PDF referred to the email.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Covering letter signed by the Hon. Prime Minister has been attachedIn any subject matter under the direct purview of the Hon. President.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Covering letter signed by the Cabinet Minister included.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Covering letter signed by the Acting Minister included in the absenceof the Cabinet Minister <i>(Apply 8, 9 or 10 above as the case may be)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. 2 Copies of the letter of appointment as the Acting Minister areAvailable in submitting a letter under 10 above.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. 2 copies of the Cabinet Decision are available. <i>(not relevant to the Annual Reports)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Signature of the officer :

*Name of the officer :

*Designation :

Date :

*Contact Nos :

(*marked areas must be completed.)

for Office the use only

- The above documents were properly checked and undertaken.
- The above No/Nos was / were rejected due to defects.

Date : Signature