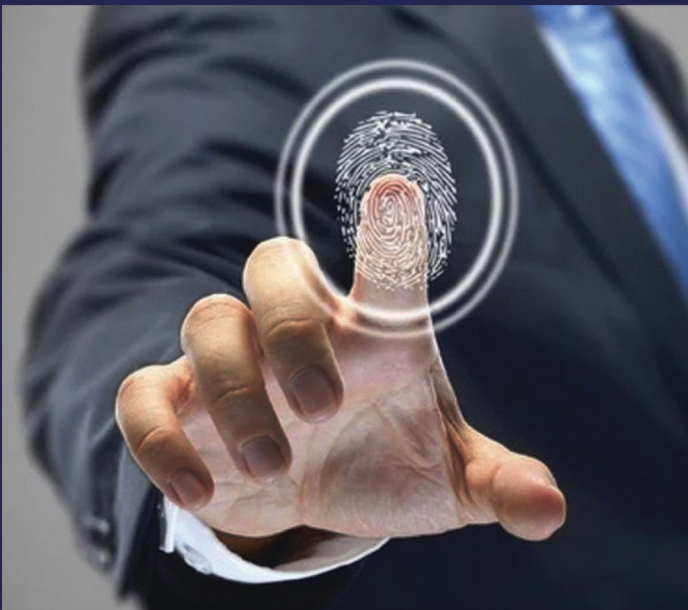




# කාර්ය සාධන වාර්තාව செயலாற்றுகை அறிக்கை PERFORMANCE REPORT



# 2018



ආගමන හා විගමන දෙපාර්තමේන්තුව  
குடிவரவு குடியகல்வுத் திணைக்களம்  
Department of Immigration & Emigration



## DEPARTMENT OF IMMIGRATION & EMIGRATION

# Performance Report - 2018

Published by  
Policy, Development and Reform Division  
Department of Immigration and Emigration  
“Suhurupaya”, Sri Subhuthipura Road, Battaramulla, Sri Lanka





## **Message from Controller General of Department of Immigration and Emigration**

The Department of Immigration & Emigration is set to march forward in line with the Government Policy “Vision – 2025” aimed at transforming Sri Lanka in to an Economic and Financial Hub in the Asia through the promotion of Local and Foreign investments for the development process. Aligning to this macro level policy of Government the mandate of the Department, as we have identified, defined is to maintain a properly designed, secure and streamlined Border Management System. The key result areas include; Issuance of Travel documents to Sri Lankans for facilitating their overseas travel, administrating the matters of Sri Lankan Citizenship and upgrading the existing visa regime in terms of modern world standards. I am happy to note that we have been able to achieve substantial growth in these efforts during the year 2018 registering a contribution of Rs. 17259 millions to the National income.

The operation performances accomplished by the department in the year 2018 have been submitted by this report. Further, we have been able to record a satisfactory progress in relation to drafting a new Immigrants & Emigrants Act, introducing significant modifications and changes to existing visa regime such as Permanent Residence Visa Scheme, Investor visas for 5 to 10 years and introducing new regulations on employment and other specific visa categories, including the revision of fee structure to suite the current requirements. Moreover, the modernization of IT infrastructure and initiating an Integrated Border Management System (IBMS) are also key achievements during the year.

I, take this opportunity to extend my heartfelt gratitude to Honorable Minister, State Minister, Secretary to the Ministry and the officers of the Ministry and all the Government institutions including the other Ministries, Departments, Statutory institutions who assisted us in numerous ways in the provision of our services and all the International Organizations including International Organization for Migration, Private Agencies, Institutions that provide services and facilities and all the clients. I do not hesitate to take this opportunity to appreciate the service of all the officers of the Department who are always with me hand in hand to achieve this success of the Department.

**M. N. Ranasinghe**

Controller General of Immigration and Emigration

Department of Immigration and Emigration

Suhurupaya

Battaramulla.





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# **Department of Immigration and Emigration Performance Report - Year 2018**

## **Introduction**

In accordance with the provisions of Immigrants and Emigrants Act No 20 of 1948, the Department of Immigration and Emigration has the vested power to control entry and regularize exit of non citizens of Sri Lanka and to take action to remove undesirable non –citizens out of Sri Lanka. The Department is also engaged in the tasks of issuing passports for citizens of Sri Lanka, granting citizenship in this country for children of Sri Lankan citizens born abroad as well as granting citizenship in this country for non- Sri Lankans applying for Sri Lankan citizenship.

### **Vision**

- To become the leading Immigration Service in the region.

### **Mission**

- To safeguard national security and social value systems, regulate emigrants and immigrants paying way for economic development and provide services to citizens.

### **Role**

- Issuing of passports for Sri Lankans and matters incidental thereto
- Issuing of visas for foreigners and matters incidental thereto
- Functions pertaining to granting Sri Lankan citizenship
- Border Control

## **Legal Authority**

- The Constitution of the Democratic Socialist Republic of Sri Lanka.
- Citizenship Act No. 18 of 1948 and amendments thereto.
- Immigrants and Emigrants Act. No 20 of 1948 and amendments thereto.
- Indian and Pakistani Residents (Citizenship) Act No. 03 of 1949.
- Immigrants and Emigrants Regulations of 1956 and amendments thereto.
- Indo - Ceylon Agreement (Implementation) Act No. 14 of 1967 and amendments thereto.
- Grant of Citizenship to Stateless Persons Act No. 39 of 1988.
- Grant of Citizenship to Persons of Indian Origin Act No. 35 of 2003.
- All regulations and orders related to the above mentioned Acts.
- Circulars and instructions issued by the Controller General of Immigration & Emigration



## Staff Information

The Controller General is entrusted with the responsibility in officers of the Chief Executive Officer as well as Accounting Officer of the Department while responsibilities of each Division are entrusted to an Additional Controller General, 05 Controllers, a Chief Accountant and an Internal Auditor under his direction and supervision. Entire staff information for the year 2018 is as follows.

### Approved Cadre as at 31.12.2018

Designation	Service	Service Level	Approved Cadre	Actual Cadre	No. of Vacancies
Controller General of Immigration & Emigration	SLAS	Senior	01	01	0
Additional Controller General of Immigration & Emigration	SLAS	Senior	01	01	0
Controller of Immigration & Emigration	SLAS	Senior	05	05	0
Chief Accountant	SLAcS	Senior	01	01	0
Chief Internal Auditor	SLAcS	Senior	01	01	0
Deputy / Assistant Controller of Immigration & Emigration	SLAS	Senior	40	39	01
Deputy / Assistant Controller of Immigration & Emigration	Departmental	Senior	10	06	04
Accountant	SLAcS	Senior	02	02	0
Administrative Officer	P.M.A. Service	Tertiary	02	02	0
Senior Authorized Officer (Dept)	Departmental	Tertiary	36	32	04
Authorized Officer (Departmental)	Departmental	Tertiary	458	403	55
Translator	Translators' Service	Tertiary	02	02	0
Training Manager	Ancillary Services	Secondary	01	01	0
Budget Assistant	Ancillary Services	Secondary	01	01	0
Development Officer	Dev. Officers' Service	Secondary	20	20	0
Public Management Assistant	P.M.A. Service	Secondary	378	367	11
Travel Document Assistant	Departmental	Secondary	35	31	04
Operations Assistant	Departmental	Secondary	50	0	50
Receptionist	Departmental	Secondary	01	01	0
Guard	Departmental	Secondary	03	02	01
Driver	Drivers' Service	Primary	32	30	02
Rest Room Assistant	Departmental	Primary	06	0	06
K.K.S	O.E.S.	Primary	107	107	0
Labourer (Training)	Casual	Primary	10	10	0
<b>Total</b>			<b>1203</b>	<b>1065</b>	<b>138</b>



## **01.Administration Division**

General administration in the Department, Human resource management in every Division, management of the use of vehicles in the Department, maintenance work, training and development work and procurement work are carried out under the supervision of the Controller (Administration)

### **01:1 Administration Branch**

**Staff – 2018**

<b>Post/ Service</b>	<b>Number</b>
Controller	01
Assistant Controller	02
Administrative Officer	01
Translator	02
Public Management Assistant	26
Office Employees' Service (K.K.S)	06
Drivers	30
Labourer (Training)	02

## **1. Establishment Activities**

### **1.1 Recruitments**

#### **Recruitment of Authorized Officers**

Interviews were conducted on 21.05.2018 based on the results of Limited Competitive examination for the recruitment of Authorized Officers of the Department of Immigration & Emigration and appointments were granted for 21 posts of Authorized Officers with effect from 20.08.2018. Interviews were also conducted on 16.07.2018 and 18.07.2018 based on the results of Open Competitive Examination and appointments were granted for 92 posts of Authorized Officers with effect from 20.08.2018

Since 18 appointees under open basis did not accept appointments, their appointments were cancelled with effect from 10.09.2018 and 18 appointments were granted again on the basis of result sheet and documents of interview with effect from 26.11.2018 for the appointments cancelled under open basis.



## 1.2 Promotions

<b>Post</b>	<b>Number</b>	<b>Post Promoted to</b>
SLAS Class II	03	SLAS Class I
SLAS Class III	03	SLAS Class II
SLAcS Class III	01	SLAcS Class II
Senior Authorized Officer	05	Assistant Controller (Departmental)
Authorized Officer	26	Senior Authorized Officer
Travel Document Assistant class II	28	Travel Document Assistant Class I
Public Management Assistant class II	07	Public Management Assistant class I
Public Management Assistant class III	03	Public Management Assistant class II
Office Employees' Service Grade III	05	Public Management Assistant class III
Office Employees' Service Grade III	01	Office Employees' Service Grade II
Driver Grade II	02	Driver Grade I

## 1.3 Confirmation in Service

<b>Post</b>	<b>Number</b>
Authorized Officer	28
Development Officer	03
Public Management Assistant – Grade III	03

## 1.4 Efficiency bar Examinations

- Efficiency bar Examination for Assistant Controllers (Departmental) was conducted by Sri Lanka Institute of Development Administration on 29.09.2018, 30.09.2018 respectively and results were issued on 26.10.2018.
- Year 2017 Efficiency bar Examination for Authorized Officers was held on 18.08.2018 and results were issued on 24.08.2018
- Applications were called for year 2018 Efficiency bar Examination for Authorized Officers on 29.11.2018 and applications were accepted up to 26.12.2018
- Efficiency bar Examination for employees in Combined Drivers' Service was conducted on 19.12.2018 and results were issued.
- Efficiency bar Examination for employees in Office Employees 'Service (K.K.S) was conducted on 28.11.2018 and results were issued on the same day.



### 1.5 Transfers

Post	No. of Officers Transferred to the Department	No. of Officers Transferred from the Department
Sri Lanka Administrative Service	06	05
Sri Lanka Accountants' Service	04	04
Public Management Assistant supra grade	02	01
Public Management Assistant I	38	27
Public Management Assistant II	18	08
Public Management Assistant III	30	06
Combined Drivers' Service	07	03
Office Employees' Service	28	28

### 1.6 Disciplinary activities

- No. of preliminary investigations initiated -24
- No. of files to be taken action on completion of preliminary investigations -17

### 1.7 Retirements

Post	Number
Sri Lanka Accountants' Service	02
Assistant Controller (Departmental)	01
Public Management Assistant I	10
Public Management Assistant II	05
Public Management Assistant III	01
Combined Drivers' Service	03
Office Employees' Service	01

### 1.8 Vacation of post

- Combined Drivers' Service -01

### 1.9 Special Activities – staff motivation

Commendations, Certificates and Awards were offered during year 2018 to officers with excellent performance as a step towards motivation of the Departmental Staff under the patronage of welfare Association of the department. No. of officers with excellent performance selected under each service category is as follows.

Post	Number
Senior Authorized Officer	01
Authorized Officer	06
Travel Document Assistant	01
Management Assistant	10
Office Employees' Service(K.K.S)	03
Development Officer	01
Driver	01



## **01:02 Training & Development Branch**

This Branch functions under supervision of the Controller (Administration).

Objective of the Training & Development Branch is to enhance performance and motivation of the staff which contributes to achieve total objectives of the Department and to assist identification and implementation of various activities pertaining to providing an optimum public service.

Accordingly, the training & Development Branch is engaged in identifying training requirements required for promoting knowledge, skills and attitudes of all officers attached to the Department with a view to propelling the entire system of the Department towards qualitatively and quantitatively developing approach and

- Designing
- Organizing
- Implementing
- Coordinating other activities
- Identifying overseas training opportunities and taking pertinent action and
- Performing activities pertaining to receiving staff training opportunities through external institutions, embassies, international organizations over and above the allocated annual provisions for training and development activities pertaining to Human Resource Programs to suit that approach.

### **Staff – 2018**

<b>Post/ Service</b>	<b>Number</b>
Training Manager	01
Public Management Assistant	02
Office Employees' Service (K.K.S)	02

Given below is a summary of training programmes conducted during the year 2018

Serial No.	Date conducted	Programme description	Officers Participated	Venue
01)	05.01.2018	Awareness Programme on annual verification of goods.	Public Management Assistants	Lecture Hall 1
02)	09-10.01.2018	Awareness Programme on Human Smuggling	Executive Officers	Auditorium
03)	11.01.2018	Awareness Programme on Document Identification and Imposter Detection	Executive Officers / Authorized Officers	Auditorium
04)	13 -14.01.2018	Skill Promotion programme for Drivers' Service -2018	Drivers	National Institute of Plantation Management ,Athurugiriya
05)	25 -27.01.2018 (3 days)	Awareness Programme on role and the responsibilities of Office Assistants (K.K.S) in order to enhance efficiency and effectiveness of public service.	Office Assistants(K.K.S)	Auditorium
06)	30.01.2018	Awareness Programme on passports	Navy Officers	Auditorium
07)	29.01 2018 - 09.02.2018 (10 days)	Training of trainers programme (TOT)	Staff	Computer Lab
08)	21.02.2018	Awareness Programme on food poisoning /risk of getting diabetes and cancer	Staff	Auditorium
09)	05 – 09.03.2018 (05 days)	Orientation Programme	Officers newly attached to the Department	Auditorium
10)	05 – 09.03.2018 (05 days)	Advance Facial Image Recognition	Authorized Officers	Gall Face Hotel
11)	05.03.2018-16.03.2018 (10 days)	Training on Identification of target groups	Assistant Controllers/ Senior Authorized Officers/Authorized Officers	Computer Lab
12)	06.03.2018	English Language Course	Executive officers and other staff members	Lecture Hall 1
13)	12.03.2018	Bandaranaike international Airport, Katunayake Field study Tour	Officers newly attached to the Department	Bandaranaike international Airport, Katunayake
14)	22.03.2018	Classes for the preparation of competitive examination of Public Management Assistants' Service	Applicants of competitive examination of Public Management Assistants' Service	Lecture Hall 1
15)	04.04.2018	Awareness Programme on passports	Staff Officers attached to the Travel Division	Auditorium
16)	05.04.2018	Radio Entertainment Programme	Staff	Auditorium
17)	18.04.2018	INTERPOL - Human Counter Imaging Project Relay Training	Assistant Controllers// Senior Authorized Officers/Authorized Officers	Auditorium, Airport

Serial No.	Date conducted	Programme description	Officers Participated	Venue
18)	09.05.2018	Awareness Programme on correct identification of National Identity Cards	Executive officers	Auditorium
19)	14 -25.05.2018	Investigation Training Programme	Authorized Officers	Computer Lab
20)	16.05.2018	Beyond the duties of Department of Immigration and Emigration	Authorized Officers	Computer Lab
21)	24.05.2018	Awareness programme on data and information related to census and statistics	Executive Officers and Chief Management Assistants	Auditorium
22)	30.05.2018	Orientation programme	Officers newly attached to the Department	Auditorium
23)	31.05.2018-01.06.2018	Training programme on Procurement	Management Assistants	Auditorium
24)	01.06.2018	Certificate Awarding Ceremony of Colombo International School	Staff	Auditorium
25)	01.06.2018	One day workshop on Preliminary Investigation	Administrative Officers	National Institute of Labour Studies
26)	07.06.2018	Bandaranaike international Airport, Katunayake Field study Tour	Officers newly attached to the Department	Bandaranayke International Airport
27)	12.06.2018	Fire protection training programme	Staff	Auditorium
28)	19.06.2018	Spoken Tamil Course	Staff	Lecture Hall 1
29)	28.06.2018 - 29.06.2018	Workshop on Internal Audit of the Public Sector	Ms.R.W.S.R.Witharana S.A.G.G.Sudasinghe	Institute of National Labour Studies
30)	11.07.2018	Tamil course (50 hours)	Officers in Primary Level	Lecture Hall 1
31)	25.07.2018	Special awareness programme on social co-existence and self-Development (short lecture)	Staff	Auditorium
32)	25.07.2018	Tamil language final examination	Drivers	Lecture Hall 1
33)	20-31.08.2018	Induction training	newly appointed Authorized Officers	Police Training College, Kalutara
34)	09.09.2018	Awareness programme on new trends of Public Service	All Officers	Auditorium
35)	11.09.2018	Customer care.	All Officers	“Suhurupaya” Auditorium,



Serial No.	Date conducted	Programme description	Officers Participated	Venue
36)	14.09.2018-15.09.2018	Workshop on procurement procedure progress review of the year and Enhancement project 2018	Executive Officers	Citrus Hotel, Hikkaduwa
37)	20.09.2018 - 21.09.2018	Training programme on salary conversion	Management Assistants	Auditorium, Skill Development Fund
38)	25.09.2018-05.10.2018	Investigation Programme conducted by Canadian trainers	Authorized Officers	Lecture Hall 1
39)	02.10.2018 09.10.2018 16.10.2018	Certificate Course on Management Skills	Management Assistants	National Institute of Labour Studies
40)	22.10.2018 23.10.2018	Role of the INTERPOL on Immigration	Executive Officers	Cinnamon Grand Hotel
41)	25.10.2018 26.10.2018	Role of the INTERPOL on Immigration	Authorized Officers	Cinnamon Grand Hotel
42)	04/11/18/25.10.2018	Tamil course (50 hours)	Drivers	Lecture Hall 1
43)	25.10.2018-04.11.2018	Tamil course (50 hours)	Officers in Primary Level	Lecture Hall 1
44)	08.11.2018	Productivity Promotion Programme	Authorized Officers	Auditorium
45)	01/08/15.11.2018	Tamil course (50 hours)-in association with the Department of Registration of Persons	Officers in Primary Level	Lecture Hall 1
46)	01/08/15/29.11.2018	Tamil course (50 hours)	Drivers	Lecture Hall 2
47)	12.11.2018	Awareness Programme on passports	Assistant Controllers	Lecture Hall 1
48)	14.11.2018	Bandaranaike international Airport, Katunayake Field study Tour	Staff of the Department	Bandaranayke International Airport, Katunayake
49)	16.11.2018	Fire protection training programme	Staff-3 <sup>rd</sup> floor	Auditorium
50)	17.11.2018	Workshop on Investigation SOP	Executive Officers	Galle Face Hotel
51)	19.11.2018-23.11.2018	Training Sessions on New System Functions Incorporated in to the Border Control System	Executive Officers/ Authorized Officers	Auditorium
52)	26.11.2018-30.11.2018	Leadership and Management Development Programme	Executive Officers	Moven Pick Hotel
53)	26.11.2018-07.12.2018	Induction training	newly appointed Authorized Officers	Lecture Hall 1
54)	05.12.2018	Special meeting conducted by Canadian Trainers	Executive Officers	Auditorium
55)	10.12.2018	Fire protection training programme	Staff – 5 <sup>th</sup> and 6 <sup>th</sup> floors	Auditorium
56)	12/19/26.12.2018	Chinese Language Course	Authorized Officers	Lecture Hall 1
57)	18.12.2018	Bandaranaike international Airport, Katunayake Field study Tour	Staff of the Department	Bandaranayke International Airport
58)	28.12.2018	Tamil Language Certificate Awarding Ceremony	Officers in Primary Level	Auditorium

In addition to the training programmes mentioned above, it was possible to conduct several awareness programmes on the role of the Department and related subjects as per the requests made by Navy Officers, Officers in the Department of Police, University Students and external institutions.



Leadership and Management Development Programme conducted by Canadian trainers 26 - 30.11.2018



Customer Care for efficient service delivery in Public Service 11.09.2018



Induction training conducted for newly appointed Authorized Officers – Police training Kalutara-20.08.2018-31.08.2018

### **01:03 Procurement Branch**

This Branch performs all procurement work of this Department. The objective of this Branch is to procure goods and services required for the Department in a proper and transparent manner following Government Procurement Guidelines and other rules and regulations pertinent thereto.

#### **Role of this Branch is as follows:**

- Preparation of the Procurement plan for the year at the commencement of the every year.
- Taking steps to procure goods, machinery and services to be purchased in keeping with the above Procurement Plan.
- Updating all service agreements (Security services, Cleaning Services and Machinery Maintenance etc)
- Procurement work pertaining to importation of blank passports.
- Matters pertaining to updating and renewing of Computer Database in the Department.

#### **Staff – 2018**

<b>Post/ Service</b>	<b>Number</b>
Assistant Controller (Procurement)	01
Development Officer	02
Public Management Assistant	02
Office Employees' Service (K.K.S)	01

#### **Value of the Goods and Services Procured in the year 2018**

<b>Goods, Services and Works Procured</b>	<b>Value of goods (Rs)</b>
Renovation of Rest room Complex at katunayake	9,571,857.42
Machines and equipments	1,978,750.00
Office equipments and Furniture	4,020,406.05
Sticker Printers	2,236,000.00
Computer accessories	11,205,496.40
Full Page Passport Readers	16,138,728.09
Laminating machines and printers	4,757,999.99
Document Scanners	1,875,000.00
Switches for new server	4,700,000.00
Software Modification (Oracle Internet Application)	37,597,344.50
Modification of current visa issuing module	7,700,000.00
Upgrade and Enhancing Front End Application	66,500,000.00
Development of the methodology of extension of transit visa	27,965,000.00
Fire protection activities of computer data base center	8,616,125.58
Blank passports and ink for corresponding printing work	832,421,116.70
Organizing of Dual Citizenship Award Ceremonies	827,717.00
<b>Total</b>	<b>1,038,111,541.73</b>



## **01:4 Productivity Promotion Unit**

The Department of Immigration and Emigration has been awarded and appreciated continuously for several years as an organization which renders a commendable service and accordingly, Productivity Promotion Unit was set up in the year 2017 with the objective of further improvement of the quality of services of the Department.

### **Objective**

To render assistance to make services of the Department of Immigration and Emigration efficient and improved

### **Staff - 2018**

<b>Post</b>	<b>Number</b>
Development officer	1

### **Functions performed-**

- Organizing and coordinating of all related activities from applying for the competition until the arrival of panel of judges related to win National level second place from inter Departmental category of National Productivity Award- 2018.
- Making arrangements to carry out an internal audit related to further improvements of the services rendered by the Department and make all Divisions of the Department aware regarding the improvements to be carried out in each Division based on the results of such audit.

Creating display boards in the ‘Piyasa Premises’



- Conducting 02 training programmes for the new staff in association with the Training Division
- Making necessary arrangements to implement a programme to exchange excellent experience of our Department in association with Asian Productivity Organization and National Productivity Secretariat under the theme of “Innovative and Strategic Leadership for Enhancing Public Sector Productivity”.



- Updating of Quality Circles representing all Divisions, setting up new Quality Circles for Shroff Division and Welfare Association, improving services from suggestions and comments received in operation of quality circles.
- Conducting of meetings for leaders of quality circles of Travel Division





- Taking action to develop the Display Unit created under the Productivity Promotion Unit.



- Granting awards to the best Division after evaluation of the Divisions of the Department with regard to the productivity promotion activities.



## Awards and achievements received by the Department of Immigration and Emigration during the year 2018

1. Department of Immigration and Emigration recently won the Asia Pacific Smart Card Association (APSCA) 2018 Radiant Pioneer Award for "Incorporation of biometrics to avert issuance of multiple identity for a single person in the passport" at the 5th Border Management and Identity Conference (BMIC) held in Bangkok on 12.12.2018



2. Our Department won National level Second Place (Inter Departmental Category) from the National Productivity Awards organized by the National Productivity Secretariat conducted for the year 2018.



### **Activities expected to be performed in the year 2019**

- Taking action to develop the Display Unit created under the Productivity Promotion Unit.
- Conducting training programmes in the year 2019 for new staff in association with the Training Division.
- Making arrangements to carry out an internal audit related to further improvement of the services rendered by the Department and make all Divisions of the Department aware regarding the improvements to be carried out in each Division based on the results of such audit.
- Making necessary arrangements to evaluate the Divisions of the Department with regard to productivity promotion activities and select the best Divisions.



## **2.Travel Division**

Travel Division is the biggest and the closest division to the general public and this division functions under the supervision of the Controller (Travel).The role of this Division is to issue a passport in conformity with international standards enabling Sri Lankans to travel overseas, stay there and return without any obstacle. Passports are issued under one day service and ordinary service and activities of this division are carried out through four regional offices. One day service is operative only in the Head Office.

### **Vision**

“To issue internationally recognized passports with proper standard to customers, being sensitive to their maximum convenience”

### **Objectives and role**

1. To implement policies designed for safeguarding and improving standard of Sri Lankan Passport.
2. To follow a methodology to issue passports containing accurate and true information to Sri Lankans.
3. To implement court orders on immigration and emigration matters of Sri Lankans.
4. Working in sound collaboration with government security forces and other public institutions on matters pertaining to immigration and emigration of Sri Lankans.

Functions of this Division are performed by 5 Branches. They are;

1. Application Acceptance Branch (Travel Branch)
2. Personalization Branch (Passport Processing/Computer Branch)
3. Alteration Branch
4. Overseas Missions Branch
5. Postal Branch

### **02:1 Travel Branch**

This Branch operates under the supervision of controller. (Travel)

A majority of customers of the Department visit this branch with a daily average of around 2500 visitors. Passports are issued under one day and ordinary services at the Head office and 04 Regional Offices have been set up in the Districts of Kandy, Matara,Vavunia and Kurunegala to issue passports under ordinary service with a view to rendering a more close, efficient and expeditious public service. These Regional Offices function under the supervision of 4 Deputy/Assistant Controllers.

### Staff – 2018 (Head Office)

Post/ Service	Number
Controller	01
Deputy Controller	01
Assistant Controller	16
Development Officer	06
Public Management Assistant	71
Travel Document Assistant	01
Office Employees' Service (K.K.S)	20

### Staff – 2018 (Regional Offices)

Post/ Service	Number
Deputy/Assistant Controller	04
Development Officer	01
Public Management Assistant	58
Travel Document Assistant	05
Receptionist	01
Guard	01
Office Employees' Service (K.K.S)	33
Labourer (Training)	08

### Special functions performed during year 2018

1. It is possible to immediately check every step in processing of passport by using the barcode of payment receipt.
2. Issuance of a token with regard to the passport application in three languages (Sinhala, Tamil and English)
3. Issuance of a separate passport for Middle East Countries was terminated on 31.12.2018
4. Introduction of Short Message Service (SMS) for the applicants to inform every step in processing of passport.



## Functions expected to be performed in the year 2019

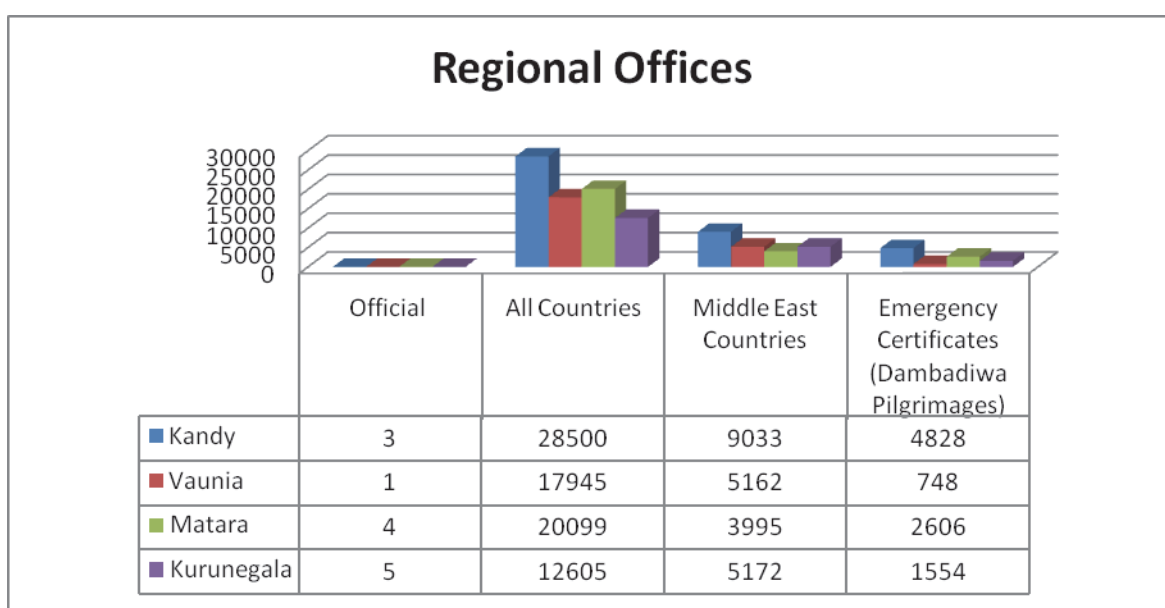
1. Carrying out preliminary activities of the project of introducing an e-passport with the inclusion of high standard bio metric information in the year 2020 in keeping with the criteria of International Civil Aviation Organization.(ICAO)
2. A new methodology to issue passports through a computer system was introduced in the year 2018 and action is being taken to complete this methodology by the end of 2019.
3. Issuing an internationally recognized passport to travel all countries.
4. Modifying the existing layout of the premises where applications are received with the objective of providing better and efficient service.

## Progress of the Issuance of passports - 2018 Head Office

Diplomatic	Official	All Countries	Middle East Countries	Emergency Certificates	Identification Certificates	Total
364	1921	313168	164507	11510	02	491472

## Regional offices

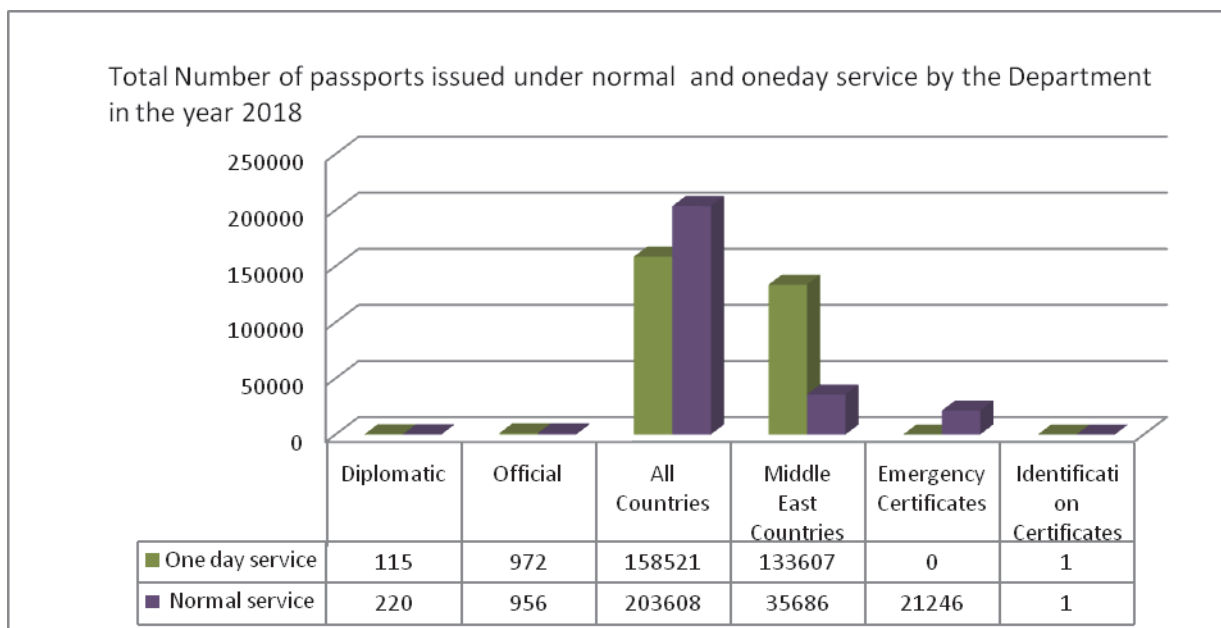
	Official	All Countries	Middle East Countries	Emergency Certificates (Dambadiwa Pilgrimages)	Total
<b>Kandy</b>	03	28500	9033	4828	<b>42364</b>
<b>Vaunia</b>	01	17945	5162	748	<b>23856</b>
<b>Matara</b>	04	20099	3995	2606	<b>26704</b>
<b>Kurunegala</b>	05	12605	5172	1554	<b>19336</b>
<b>Total</b>	<b>13</b>	<b>79149</b>	<b>23362</b>	<b>9736</b>	<b>112260</b>



**Total Number of passports issued under normal service and one day service by the Department in the year 2018**

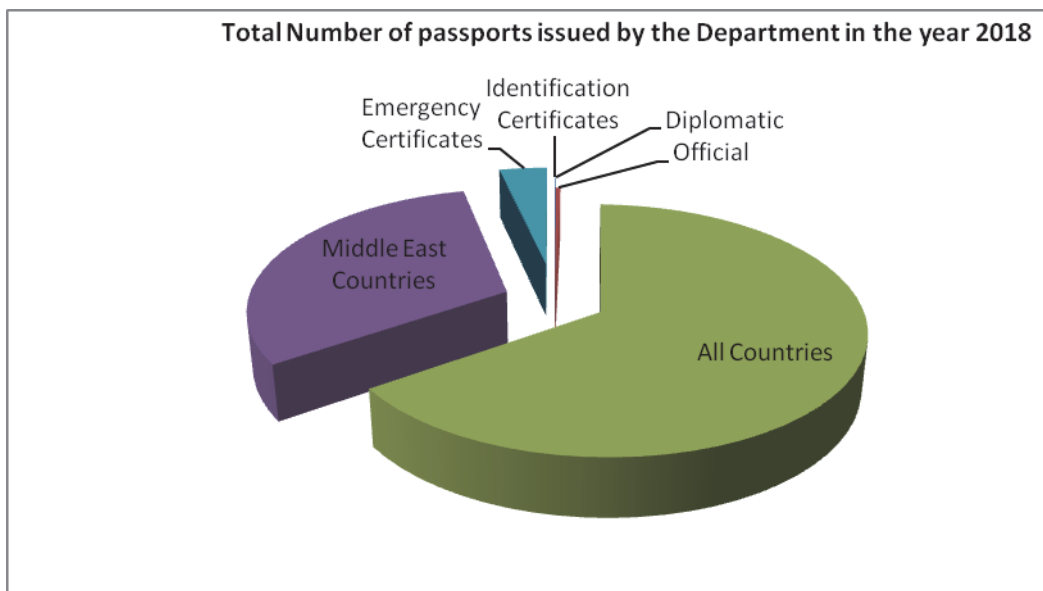
	Diplomatic	Official	All Countries	Middle East Countries	Emergent Certificates	Identification Certificates	Total
One day service	115	972	158521	133607	-	1	293216
Normal service	220	956	203608	35686	21246	1	261717

- Information on passports issued by Overseas Mission Division is not included in this table:



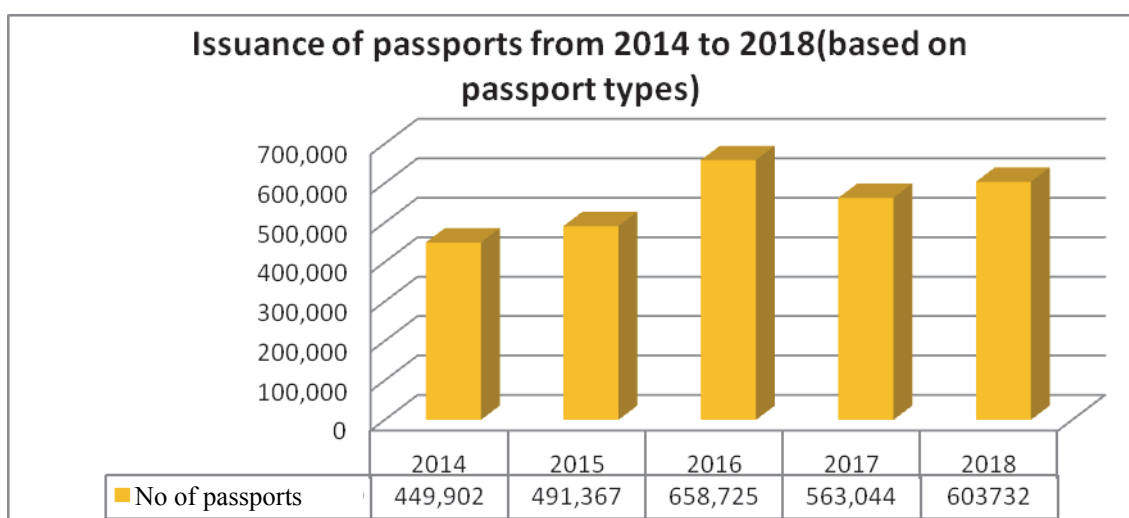
**Total Number of passports issued by the Department in the year 2018**

Diplomatic	Official	All Countries	Middle East Countries	Emergency Certificates	Identification Certificates	Total
364	1934	392317	187869	21246	02	603732



**Issuance of passports from 2014 to 2018 (As per the categories of passports)**

Year	Diplomatic	Official	All countries	Middle East Countries	Emergency Certificates	Identification Certificates	Total
2014	309	1043	234,943	198,815	14,786	6	449,902
2015	471	1313	287,438	176,963	25,180	2	491,367
2016	401	1,856	422,394	200,311	33,751	12	658,725
2017	339	1,819	369,197	173,901	17,787	01	563,044
2018	364	1,934	392,317	187,869	21,246	02	603,732
<b>Total</b>	1,884	7,965	1,706,289	937,859	112,750	23	2,766,770



## **02:2 Passport Processing Branch**

This Branch operates under the supervision of Controller (Travel)

Following action is taken after inspection of applications referred by Travel branch and Overseas Mission Branch to Processing Branch for preparation of new passports.

After completion of the tasks of data entry, their validation, capturing photographs and signatures, printing them, 4<sup>th</sup> page observation printing in case there are alterations and observations in passports printed, quality assurance, laminating passports, their comparison and 4<sup>th</sup> page scanning and final quality confirmation, the passports to be issued under one day service are sent to issuing counter, passports to be issued under ordinary service are sent to Postal Branch and passports issued for applications received through Foreign Missions are sent to Overseas Mission Branch.

In addition, applications referred for alterations are subjected to Data entry, re-validation and 4<sup>th</sup> page observation printing pursuant to corresponding inspection.

### **Staff – 2018**

<b>Post / Service</b>	<b>Number</b>
Deputy Controller	1
Assistant Controller	02
Public Management Assistant	60
Travel Document Assistant	20
Office Employees' Service (K.K.S)	10

## **02:3 Passport Alteration Branch**

This Branch operates under the supervision of Controller (Travel)

Inclusion of alterations to the passport under various categories are carried out by this branch considering the requests of passport holders.

### **Staff - 2018**

<b>Post / Service</b>	<b>Number</b>
Deputy Controller	01
Public Management Assistant	05
Office Employees' Service (K.K.S)	02

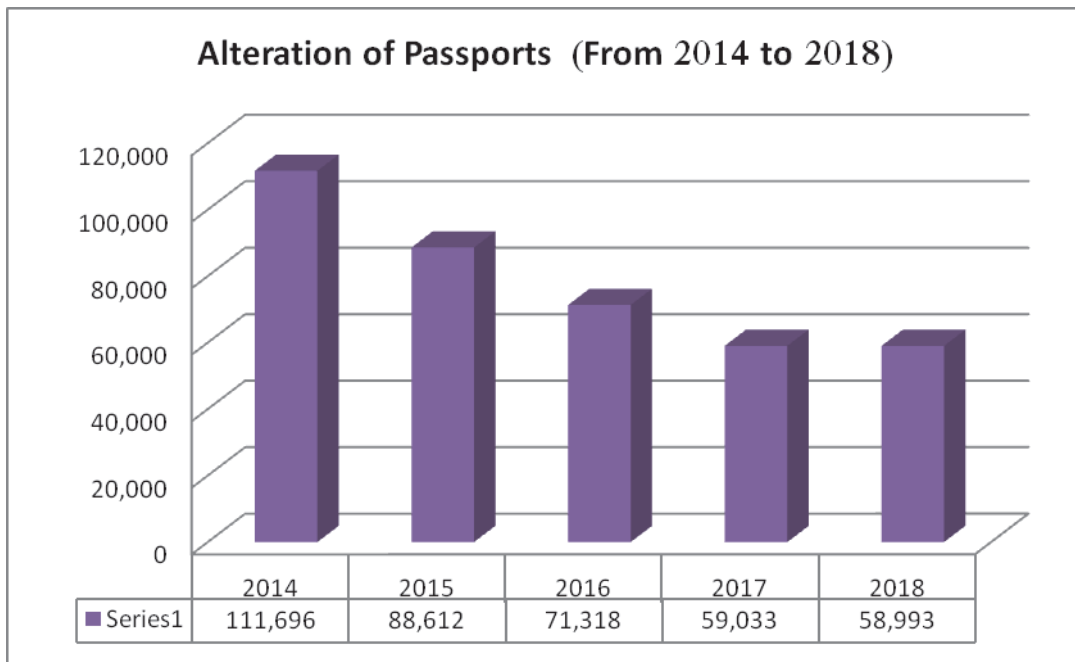
A fee of Rs. 500/- is charged per each such alteration made and the purpose is served within one hour of undertaking the application.

## Alteration of Passports - 2018

Category	Quantity
Validation for a single foreign journey	426
Cancellation of single journey	4212
Inclusion of dual citizenship	364
Removal of children from the passport	1022
Inclusion of National Identity Card Number	10555
Inclusion of maiden name	196
Change of name	5372
Inclusion of name after marriage	1243
Other alterations (free of charge)	1
Other alterations 01	10262
Other alterations 02	112
Other alterations 03	1
Inclusion of designation	25144
Renewals	60
Inclusion of surname before marriage	23
<b>Total</b>	<b>58993</b>

## Alteration of Passports (from 2014 to 2018)

Category	2014	2015	2016	2017	2018
Validation for all Countries	473	-	390	-	-
Validation for one foreign journey	-	397	-	452	426
Cancellation of single journey	1,151	1,289	2,053	3,250	4212
Extension of the period of time	2,368	-	-	-	-
Inclusion of dual citizenship	11	209	376	448	364
Inclusion of children to mother's/father's passport	1,496	794	-	-	-
Removal of children from mother's/father's passport	2,219	2,190	2,310	1,606	1022
Inclusion of new photographs of children to mother's / father's passport	135	47	-	-	-
Inclusion of National Identity Card Number	2,070	2,003	4,209	8,032	10555
Inclusion of maiden name	16	48	255	285	219
Inclusion of name after marriage	2,033	1,898	1,668	1,471	1243
Change of name	3,119	3,265	4,038	5,428	5372
Change of name (Other)	3	2	3	-	-
Inclusion of designation	66,922	54,400	39,629	27,101	25144
Inclusion of designation (free of charge)	-	880	-	-	01
Other alterations (free of charge)	81	9	1	01	
Other alterations 01	28,669	20,844	15,814	10,730	10262
Other alterations 02	913	330	224	122	112
Other alterations 03	17	7	2	01	01
Renewals	-	-	346	106	60
<b>Total</b>	<b>111,696</b>	<b>88,612</b>	<b>71,318</b>	<b>59,033</b>	<b>58,993</b>



## **02:4 Overseas Mission Branch**

This Branch operates under supervision of Controller (Travel)

Issuing passports to the Sri Lankan expatriates is carried out by this division. This Department receives from Ministry of Foreign Affairs, the applications referred by Sri Lankan expatriates through Foreign Missions and Overseas Mission Branch carries out all activities on such applications until passports newly prepared for such applications are handed over back to the Ministry of Foreign Affairs.

### **Staff - 2018**

<b>Post/ Service</b>	<b>Number</b>
Deputy Controller	01
Assistant Controller	01
Development Officer	01
Public Management Assistant	14
Office Employees' Service (K.K.S)	03

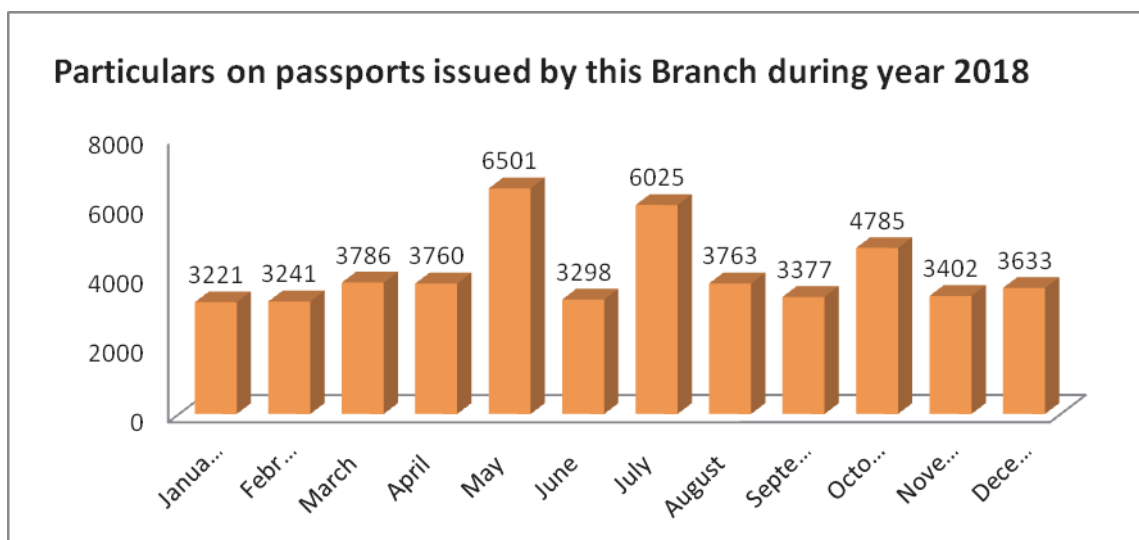
### **Objectives and role of the Overseas Mission Branch**

- Issuance of passports pertaining to applications received from Foreign Missions.
- Granting approval to issue temporary passports to Sri Lankan expatriates from Foreign Missions.
- Granting approval for alteration of information in passports of Sri Lankan expatriates.
- Providing Reports confirming accuracy of passports of Sri Lankan expatriates on request of Foreign Missions



### Particulars on Passports issued by this branch during the year 2018

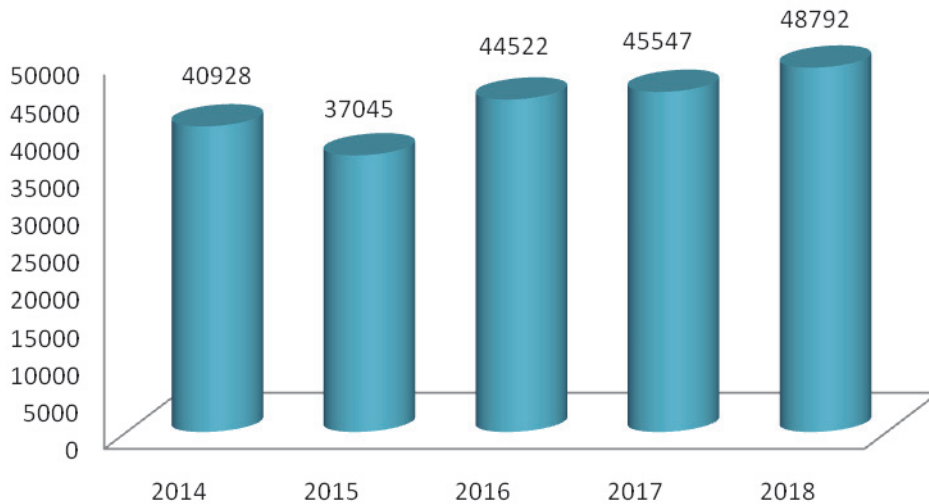
Month	No of Passports
January	3221
February	3241
March	3786
April	3760
May	6501
June	3298
July	6025
August	3763
September	3377
October	4785
November	3402
December	3633
Total	48792



**Particulars on passports issued by Overseas Missions Branch from the year 2014 – 2018**

Month	2014	2015	2016	2017	2018
January	2929	2027	2848	3043	3221
February	3312	3152	2049	3457	3241
March	3768	3551	3783	4603	3786
April	3446	4082	4788	4038	3760
May	2921	3052	5229	4532	6501
June	3346	3573	4491	4614	3298
July	3858	3497	3271	3752	6025
August	3329	3951	4562	4167	3763
September	3297	3307	3485	3358	3377
October	3632	3112	3322	2805	4785
November	3010	1833	3673	4016	3402
December	4080	1908	3021	3162	3633
<b>Total</b>	<b>40928</b>	<b>37045</b>	<b>44522</b>	<b>45547</b>	<b>48792</b>

**Particulars on Passports issued by Overseas Mission Branch from year 2014 to 2018**



**Particulars on issuing of Passports as per each Country by the Overseas Mission Branch in the 2018**

	<b>Country</b>	<b>Number of Passports Issued</b>
1	United Arab Emirates	1240
2	Jordan	492
3	Turkey	3
4	Iraq	8
5	Bahrain	670
6	Thailand	14
7	China	70
8	Germany	1602
9	Brazil	6
10	Belgium	39
11	Egypt	53
12	Australia	3531
13	India	247
14	Bangladesh	53
15	State of Qatar	4033
16	Dubai	4401
17	Ethiopia	1
18	Switzerland	1232
19	Cuba	4
20	Pakistan	14
21	Indonesian	14
22	Saudi Arabia	4502
23	Nepal	1
24	Malaysia	411
25	Kuwait	5455
26	Lebanon	519
27	Great Britain	2646
28	United States	1381
29	Maldives	112
30	Italy	6002
31	Russia	6
32	Oman	650
33	Kenya	27
34	Nigeria	8
35	Norway	155
36	Canada	1872
37	France	4102
38	Philippines	26
39	South Africa	85
40	South Korea	1335
41	Seychelles	24
42	Singapore	191
43	Sweden	189
44	Iran	3
45	Israel	383
46	Netherlands	81
47	Japan	838
48	Austria	37
49	Vietnam	6
50	Poland	15
51	Myanmar	3
	<b>Total</b>	<b>48792</b>

## **Special functions performed during the year 2018.**

Capturing biometric data (finger prints and a digital photograph of the face) of Sri Lankan applicants for passports was initiated on 10.08.2015 and the process of receiving biometric data of applicants applying for passport through Foreign Missions was not in practice up to date. However, with effect from 01<sup>st</sup> January 2018, it has been made compulsory also for applicants (over 16 years and below 60 years of age) for a passport through Foreign Missions of Sri Lanka to provide their biometric data (finger prints) to the Department of Immigration and Emigration the very first instance they come to Sri Lanka after receiving their passport, Accordingly, such activities were implemented from January 2018.



Capturing of biometric data (finger prints) by Overseas Mission Branch

## **Functions expected to be implemented in the Year 2019.**

- Providing facilities for the Sri Lankans abroad through the introduction of Online Passport Application Processing Mechanism to issue passports.

### **02:5 Postal Branch**

#### **Objectives and role of the Branch**

Main objective of the Branch is to send passports by registered post without delay the applications prepared under ordinary service.

- Sending by registered post to the addresses of relevant applicants the passports pertaining to applications presented under the ordinary service after listing them out on receipt from Computer Division.
- In case passports pertaining to applications submitted under the ordinary service have not been processed by the due date, preparation and provision of passports under "Today Issue" system to applicants visiting on emergency basis.
- Once the passports sent by registered post are returned due to change of address or non-receipt, handing them over to the applicant on his enquiry after verifying his identity.

## Staff - 2018

Post/Service	Number
Assistant Controller	01
Public Management Assistant	07
Guard	01
Office Employees' Service (K.K.S.)	03

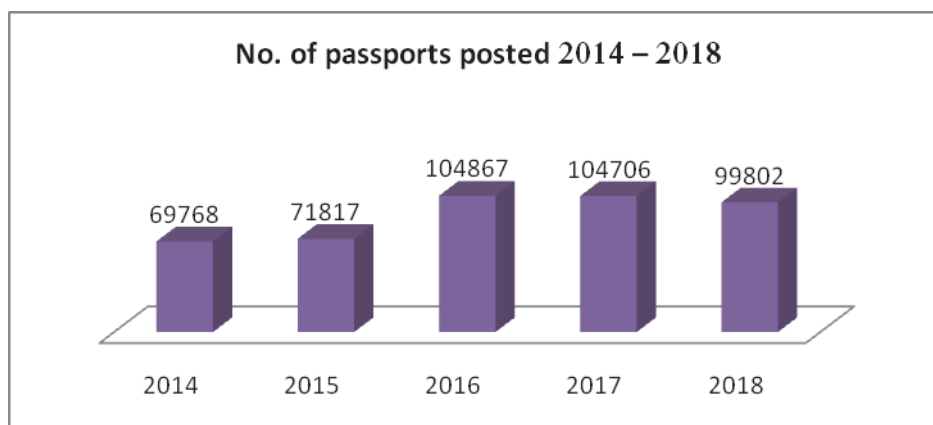
## Functions performed during the year 2018.

Particulars of passports posted in each month are as follows:

Month	Number of passports posted
January	7883
February	5953
March	9779
April	6545
May	5687
June	6029
July	10183
August	10039
September	8716
October	11125
November	7842
December	10021
<b>Total</b>	<b>99802</b>

## No. of passports posted 2014 – 2018

Year	2014	2015	2016	2017	2018
No. of passports	69768	71817	104867	104706	99802



### **03.Policy, Development and Reform Division**

Policy, Development and Reform Branch, Indo - Lanka Citizenship Branch and Legal Branch are functioned under the supervision of Controller (Policy, Development and Reforms) / Deputy Commissioner (Indo - Lanka)

#### **Policy, Development and Reform Branch**

Policy, Development and Reform Branch has been established with a view to implementing development and policy making activities of the Department with a well planned and more regularized manner. Key functions of this Branch are formulation of policies/ plans with regard to the preliminary tasks of the Department, amendment of laws, Acts, and Ordinances related to the Department, preparation and issuance of circulars and procedures, preparation of administrative reports, progress reports and annual plans, preparation and updating of operational manuals.

#### **Staff - 2018**

<b>Post/Service</b>	<b>Number</b>
Controller	01
Deputy Controller	01
Development Officer	01
Public Management Assistant	01
Office Employees' Service (K.K.S.)	01

#### **Functions Performed during Year 2018**

1. Preparing Action Plan for the Year 2019.
2. Preparing Performance Report for the Year 2017
3. Preparing monthly and quarterly progress reports to be sent by the Department to other institutions.
4. Co-ordination, monitoring and supervision of progress of capital and other projects.
5. Co-ordination of duties pertaining to policy matters of the Ministry and other institutions.
6. Preparing Cabinet Memoranda in keeping with Departmental requirement and taking action to get Cabinet approval for them and making arrangements to provide observations for Cabinet Memoranda submitted by other Ministries.

#### **Special functions performed during the Year 2018.**

1. Obtaining the Cabinet approval for amendment of visa fee and proposal to introduce of new visa categories.
2. Obtaining the approval for the amendment of Immigrants and Emigrants Act with regard to the implementation of new visa system approved by the Cabinet of Ministers and formulation of new revised draft and thereafter, taking action to formulate the draft.
3. Taking necessary action to obtain the Cabinet approval to submit the revised draft of regulations pertaining to the Immigrants and Emigrants Act to the Parliament in order to amend the visa fees.
4. Formulation of Immigrants and Emigrants regulations with regard to granting of Permanent Resident Visa to the persons who are unable to apply for Dual Citizenship in terms of the Citizenship Act.
5. Co-ordination of activities related to issue of passports valid only for "All Countries" with effect from the year 2019.

6. Co-ordination of activities related to the implementation of e-passport scheduled to be introduced in due course.
7. Co-ordination of activities related to the establishment of the system of Advance Passengers Information (API) and Passengers Name Records. (PNR)

### **03:2 Indo Lanka Citizenship Branch**

Controller General is the *ex officio* Commissioner for Registration of Persons of Indian Origin and the Controller (Policy, Development and Reform) is the *ex officio* Deputy Commissioner for Registration of Persons of Indian Origin.

#### **Staff - 2018**

<b>Post/Service</b>	<b>Number</b>
Public Management Assistant	01
Office Employees' Service (K.K.S.)	01

#### **Role**

Role of this Division is to grant citizenship for Sri Lankan residents with an Indian Origin and handle matters incidental thereto.

Persons who satisfy the qualifications under the Citizenship Act No. 18 of 1948 and amendments thereto, Indian and Pakistani Residents (Citizenship) Act No. 03 of 1949, Indo - Ceylon Agreement (Implementation) Act No. 14 of 1967 and amendments thereto, Grant of Citizenship to Stateless Persons Act No. 39 of 1988, Grant of Citizenship of Persons of Indian Origin Act No. 35 of 2003 have been granted Citizenship of Sri Lanka with effect from effective date of those Acts. Such a person, if required, may receive a certificate of confirmation of his / her Citizenship after making an application to the Commissioner, if required. Number of applicants for such certificates shows a rapid decline by now. Number of persons who obtained certificates in that manner from the Year 2014 to 2018 is as follows.

#### **Issuance of Citizenship Certificates 2014- 2018**

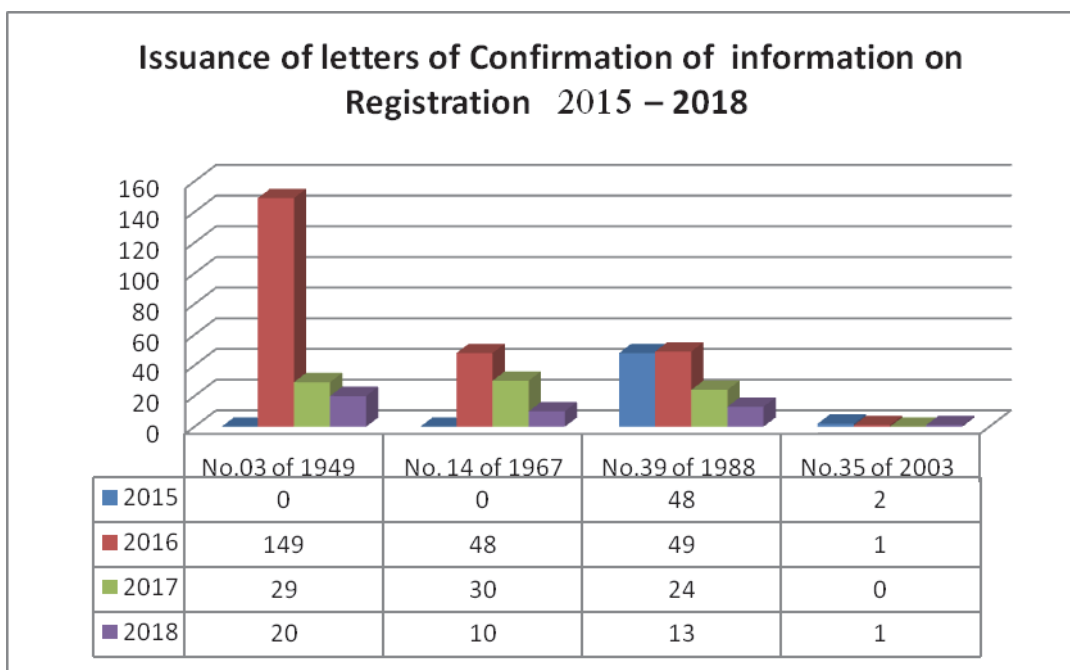
<b>Act</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
Act No. 39 of 1988	19	-	-	03	01
Act No. 35 of 2003	03	-	-	-	-

This Division is also engaged in issuing letters confirming the information on registration to Sri Lankan residents with an Indian Origin, when required.

#### **Issuance of letters of Confirmation of Information on Registration 2015 – 2018**

<b>Act</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
No.03 of 1949	0	149	29	20
No. 14 of 1967	0	48	30	10
No.39 of 1988	48	49	24	13
No.35 of 2003	2	1	0	1





### **03.3 Legal Branch**

This Branch operates under supervision of Controller (Policy, Development and Reforms)

#### **Staff-2018**

<b>Post</b>	<b>Number</b>
Assistant Controller	01
Senior authorized officer	01
Public Management Assistant	02
Office Employees' Service (K.K.S.)	01

### **Objective and role of the Legal Branch**

This Branch assists in providing of the necessary instructions and support to execute the legal authority empowered by legislative enactments pertaining to functions of the Department of Immigration and Emigration and efficient performance of Departmental activities by amending legislations as and when required.

### **Special functions performed by Legal Branch**

- Forwarding the new Immigrants and Emigrants Bill drafted by repealing the existing Immigrants and Emigrants Act No.20 of 1948 and all amendments thereto to the Legal Draftsman.
- Conducting of three workshops to formulate new regulations in relation to the new Immigrants and Emigrants Act and completion of formulation of new visa regulations.
- Taking joint action by the Ministry of Development Strategies & International Trade, Attorney General's Department and the Department of Immigration and Emigration to formulate new visa regulations and forward the draft Bill to the Legal Draftsman.
- Amending the section 14 of the Immigrants and Emigrants Act No.20 of 1948 and regulations related to the Act and forward the revised Bill in relation to the amendment of visa fee to the Legal Draftsman.

## **Functions performed by Legal Branch – 2018**

1. Receiving from Magistrate's Court, Colombo the summons and warrants pertaining to cases filed by the Department and taking action to issue such summons and warrants to relevant persons.
2. Making required arrangements to ensure participation of appropriate officers for court proceedings on relevant dates by preparing pertinent information and files for 187 cases for which summons have been issued to give evidence before courts on behalf of the Department.
3. 1118 letters on court orders with incomplete information that cannot be executed have been sent to the relevant courts.
4. 29 letters of reply have been sent to Special Police Crime Investigation Units including Special presidential Commission of Inquiry and various Police Stations on their letters of inquiry of information of persons connected to frauds.
5. Preparation and submission of reports of observation also on 06 Fundamental Rights Cases filed in the Supreme Court by making the Department of Immigration & Emigration the respondent.
6. Preparation of lease agreements signed between relevant parties on buildings and houses required for running functions of the Department and sending them for signature and taking action to register the relevant agreements. (Kandy, Matara and Kurunegala Regional Offices and Hambantota and Trincomalee ports.)
7. Observations have been submitted for 20 agreements signed by the Department with local institutions pertaining to functions of the Department.
8. Co- ordination with the Ministry of Foreign Affairs on formulation of bilateral agreements for the purpose of exemption of Diplomatic and Official Passport holders from the requirement of obtaining Visas -  
Countries with which coordinated agreements will be signed: Colombia, Laos Oman , El Salvador, Georgia , Bahrain ,Bhutan, Ukraine, Iraq, Malaysia, Rwanda, Kuwait, Tunisia, Egypt, Lebanon.
9. Action was taken under Right to Information Act on 51 requests pertaining to that Act.
10. Workshops to Review and Update the Immigration Legislation

Based on the findings of the Immigration and Emigration Act Gap Analysis Report in 2016, the Cabinet decided to repeal and replace the current Sri Lanka Immigrants and Emigrants Act. Following the cabinet decision, the Department of Immigration and Emigration in consultation with relevant stakeholders and with technical support from IOM, prepared the report entitled: Desired provisions of the New Immigration Bill.

The legislation compendium aims to improve the integrity of travel documents, strengthen the visa issuance and identity management frameworks, and consolidate the legal frameworks for the GoSL to actively contribute towards global efforts to combat transnational crime. The report was presented to the Prime Minister on 29 March 2018, and was endorsed by the Cabinet of Ministers on 18 May 2018.



Workshop for formulating Regulations related to new Immigrants and Emigrants Act. 06 – 07 Jan 2018



2<sup>nd</sup> Workshop for formulating Regulations related to new Immigrants and Emigrants Act. 28-29 July 2018



Presenting the 'The Desired Provisions for the Proposed Sri Lanka Immigration Bill' report to the Prime Minister on 29 March 2018

## **04. Visa and Border Control Division**

Visa and Border Control Division is functioned under the supervision of Controller (Visa and Border Control). Visa activities are functioned under the Visa Branch while Border Control activities are functioned under the Ports and Investigation Branches.

### **04.1 Visa Branch**

Entry of non Sri Lankan Citizen to Sri Lanka is controlled by the section III of the Immigrants and Emigrants Act No. 20 of 1948. Under this Act issuing and extending of visa for the foreigners who arrived in Sri Lanka are carried out in accordance with Immigrants and Emigrants Regulations No. 02 to 35 of 1956 in order to ensure the national security of the country. Valid visas are issued by this Division to the foreigners who arrive in Sri Lanka in order to stay in this country legally. The main objectives of implementing visa policies are to collect revenue by issuing visas and facilitate foreign employments in essential fields.

### **Residence Visa**

Residence Visas are issued to the non-Sri Lankans belonging to the following categories and intend to reside in Sri Lanka for a long period in order to fulfill special purposes.

#### 01. Employment category

- Persons employed in projects under BOI
- Persons employed in overseas Banking sector
- Persons attached to Non – Governmental Organizations
- Persons employed in institutions under Foreign Missions in Sri Lanka
- Persons employed in a private company or projects implemented by state sector

#### 02. Investor Category

- Those who desire to invest monetary capital in Sri Lanka
- Those who engage in business activities in Sri Lanka

#### 03. Religious Category

- Members of the Clergy
- Religious workers

#### 04. Student Category

- University Students
- Students in government approved educational institutions

#### 05. Registered Indians covered by the Indo – Lanka Pact-1964

#### 06. Ex – Sri Lankans and their dependants

#### 07. Family Members of a Sri Lankan

- Spouses
- Children holding foreign nationality

#### 08. Persons employed in Foreign Missions in Sri Lanka and their dependants

#### 09. My Dream Home Visa Programme

#### 10. Residence Guest Visa Programme

#### 11. Those who are staying in Sri Lanka on medical grounds

## **Visit Visa**

Visit visas are issued to the foreigners for tourism and business purposes through Sri Lankan Overseas Missions located in foreign countries and under ETA

### 01. Tourist Visa

- A tourist Visa is issued to bona-fide tourists who visit Sri Lanka for the purposes of tours, visit relatives, receiving ayurvedic treatments, practicing yoga and meditations under ETA for a period of 30 days or a part thereof.

### 02. Business Visa

- This visa is issued to foreigners who visit Sri Lanka for the purposes other than tourism. The document in proof of the relevant task should be submitted for this purpose. (for attending workshops, conferences, cultural and musical shows and business discussions)

## **Transit Visa**

- A Transit Visa is an entry permit granted to a foreign national for entry into Sri Lanka for a brief period in the course of his journey to another destination. This visa is issued free of charge subject to a maximum period of two days.

## **Staff-2018**

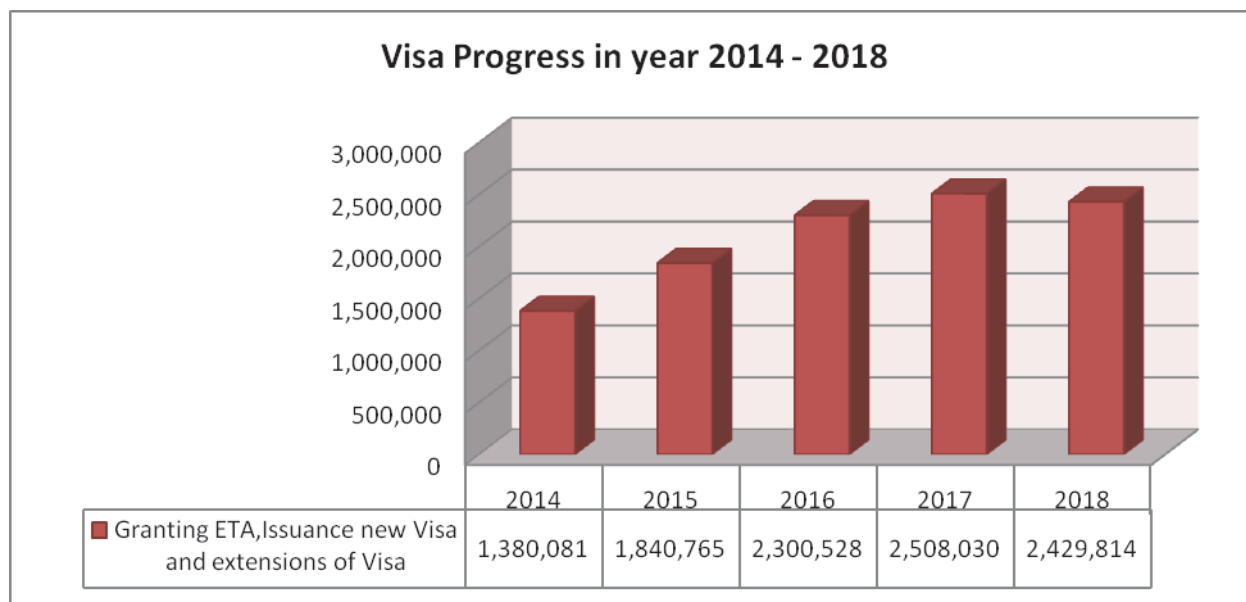
<b>Post/Service</b>	<b>Number</b>
Controller	01
Deputy Controller	01
Assistant controller	03
Senior Authorized Officer	01
Authorized Officer	01
Development Officer	02
Public Management Assistant	30
Travel Document Assistant	02
Office Employees' Service (K.KS)	08

In addition to that, two Officers of Public Management Assistants attached weekly from Accounts Branch were employed in Shroff Branch.

## Visa Progress in the year 2018

The amounts of granting ETA, issuance of new visa and extensions of visas during the period from 01.01.2014 to 31.12.2018 are as follows.

Description	2014	2015	2016	2017	2018
Granting of ETA	1,283,789	1,736,520	2,191,516	2,392,219	2,307,541
Issuance of Resident Visa	19,298	20,131	22,673	26,634	25,831
Extensions of Resident Visa	22,008	23,220	22,483	26,949	29,948
Extensions of short term visa (Tourist, Business & Multiple)	54,322	59,135	60,109	58,220	63,452
SAARC Visa	664	943	1,209	1,410	1,564
Exemption from visa requirement due to obtaining Dual Citizenship (Sri Lankans)	-	816	2,538	2,598	1,478
<b>Total</b>	<b>1,380,081</b>	<b>1,840,765</b>	<b>2,300,528</b>	<b>2,508,030</b>	<b>2,429,814</b>



## Comprehensive account on extensions and issuances of Resident visa – Year 2018

Category of Resident Visa	Extensions	Issuances	Fax messages sent to Embassies	Messages sent to the Airport (Landing Endorsement)
Employed in Board of Investment	5,595	4,554	5,896	95
Children born to Sri Lankan Citizens	273	781	-	-
Under section 5.2 of Citizenship Act	357	1,073	-	-
Under section 5.1 of Citizenship Act	94	314	-	-
Clergy	927	239	211	10
Court Orders	151	17	-	-
Diplomatic	261	319	453	15
Ex- Sri Lankans	2,018	1,686	-	-
Arrivals on medical grounds	542	365	-	-
Non-governmental organizations	613	450	499	47
Arrivals for service in Public Sector	4,708	4,506	4,349	344
Employed in private sector	5,413	5,782	3,702	170
Registered Indians	21	2	-	-
Arrivals for religious purposes	463	513	549	6
Resident Guest Visa (5 years) (RGV)	29	7	-	-
Spouses of Sri Lankan citizens	3,766	1,113	-	-
SSRV (My Dream Home)	199	48	-	-
Official	242	280	197	-
Student / Scholarship holders	4,276	3,570	2,753	172
Construction sector	-	212	187	-
<b>Total</b>	<b>29,948</b>	<b>25,831</b>	<b>18,796</b>	<b>859</b>

### Special functions performed by Visa Division during the year 2018

1. Activities with regard to the amendments to the Immigrants and Emigrants Act and regulations incidental thereto in order to implement new visa issuance process proposed by budget 2017 with a view to encouraging commercial and financial fields of the country while enhancing International investments in accordance with the Government economic policy.

The key areas to which special attention drawn are as follows.

- Visa fees charged at present in Sri Lankan Rupees to be charged in United States Dollars.
- Charging an overstay penalty of US\$ 500 in addition to the applicable visa fee charges from those who overstay the valid visa period. This will be a deterrent effect for the foreigners who are over staying.



- Preparing a methodology to grant a Permanent Resident Visa to Ex-Sri Lankans who have already received citizenship in a foreign country and are not in a position to apply for Dual Citizenship in terms of Citizenship Act.
  - Issuance of a 10 year Resident Visa at once on recommendation of Secretary to the relevant Line Ministry in order to motivate investors. It is proposed at this issuance that a minimum of US\$500,000 investment requirement should be completed through accounts such as Securities Investment Account (SIA) / Offshore Account.
  - Inclusion of the countries namely Maldives, Singapore and Seashells in to the ETA system that is not included in the current ETA system and the details of the children of foreign national under the age of twelve years to the ETA system as well.
2. Making necessary arrangements to purchase new scanners to print On Arrival Visa Stickers pasted on passports at the airport indicating the period of visa validity and marking arrival of foreigners to Sri Lanka.
  3. Cabinet approval was granted to establish a Single Window Investment Facilitation Taskforce (SWIFT) for investment services in Sri Lanka. It had to be signed a Memorandum of Understanding between the Board of Investment of Sri Lanka and other relevant regulatory agencies to adopt the Terms of References (TOR) of single Window Investment Facilitation Taskforce. Accordingly, a Memorandum of Understanding was signed between Board of Investment of Sri Lanka and the Department of Immigration and Emigration.



## **Projects expected to be implemented in the year 2019**

### **1. Purchasing of visa sticker printers**

HP OFFICEJET 7110 Colour printers, which are used to print normal documents, are used by the Visa Division to print Visa stickers at present. Taking action to purchase new printers used exclusively for printing Visa stickers in order to minimize the defects that are caused when printing the stickers by using the said printer.

### **2. Obtaining Resident Visa applications through Online**

Applications are accepted in accordance with the methodology followed at present and limited information is included in the computer system. Further, the file is scanned and saved. It has been difficult to find more details of a certain individual at a later occasion due to this method. It is possible to update the information system regarding the persons, who obtain Visa and make decisions on the same before the persons visit the office by giving the opportunity to submit applications online. Therefore, the efficiency of the Division is enhanced through this and it will grant the opportunity to prepare a database, which can be used productively.

## **04: 2 Ports Branch**

The major functions of this branch are to render an efficient service to the foreigners as well as Sri Lankans who are travelling into and out of this country through ports approved by Sri Lanka while maintaining economic development at an optimum level so as to ensure national security and controlling immigration and emigration of passengers through ports (Border Control) and the Branch performs the functions of providing corresponding facilities and other supportive services while also conducting relevant investigations.

### **Tasks**

1. Performing clearance activities of the passengers travelling into and out of Sri Lanka.
2. Granting approval to dispatch passports of the persons who need to get visa to enter into the countries where foreign embassies are not located in Sri Lanka through courier service to the countries where relevant embassies are located.
3. Issuance of permits to the naval crew in a ship anchored in an approved port in Sri Lanka to enter into the land temporarily.

4. Issuance of bonds (stickers) to naval crew visiting Sri Lanka.
5. Issuance of letters containing the details of immigration and emigration of persons who gone aboard based on the requirement of the various institutions.
6. Granting ETA at the ports to the foreigners who arrive into Sri Lanka without obtaining ETA.
7. Executing of prohibition orders issued by the Courts regarding arrival and departure of persons and performing duties related to the letters received from various institutions inquiring on the arrival and departure of persons.
8. Issuance of Immigration / Emigration forms to be completed by the passengers at the ports in arrival to and departure from Sri Lanka.
9. Monitoring, supervising, reviewing and updating of the services of the Immigration and Emigration Officers attached to the Ports.

### **Staff - 2018**

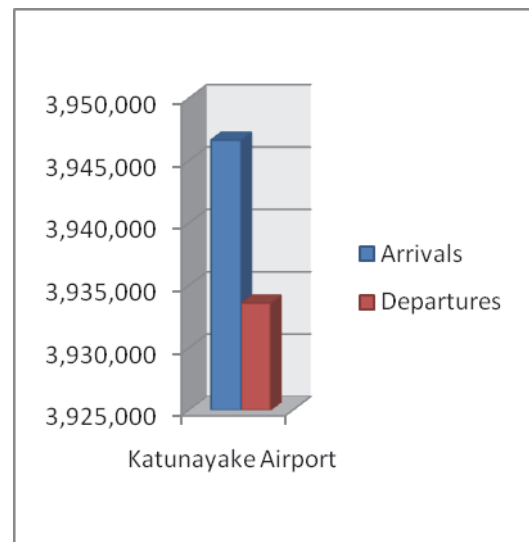
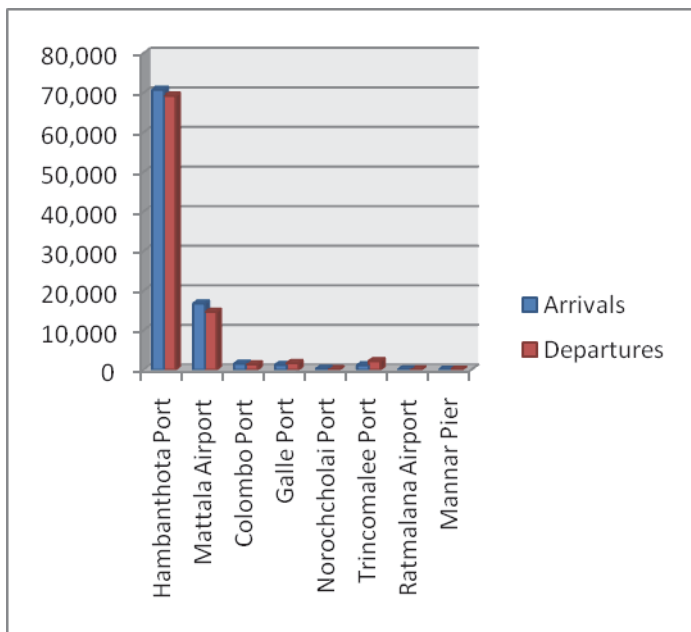
<b>Post/ Service</b>	<b>Number</b>
Deputy Controller	01
Assistant Controller	03
Senior Authorized Officer	30
Authorized Officer	387
Public Management Assistant	06
Office Employees' Service (K.K.S)	04

### **Approved ports for arrival and departure**

1. Bandaranayke International Airport - Katunayake
2. Mattala Rajapaksha International Air Port
3. Colombo Airport - Ratmalana
4. Palali Airport
5. Koggala Airport
6. Colombo Port
7. Galle Port
8. Magam Ruhunupura Mahinda Rajapaksha Port
9. Trincomalee Port
10. Kankasanthurai Port
11. Thalaimannar Pier
12. Norochcholai Port
13. Oluwil Port

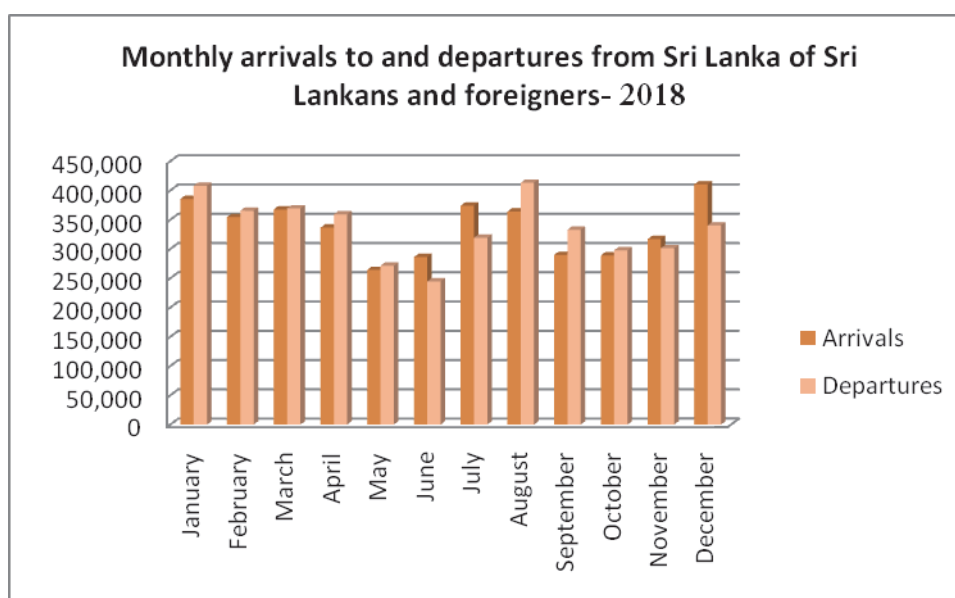
## Number of persons arrived and departed through each port – 2018

Port	Arrivals	Departures	Total
Katunayake Airport	3,946,633	3,933,567	7,880,200
Hambanthota Port	1,549	1,401	2,950
Mattala Airport	1,237	1,678	2,915
Colombo Port	70,751	69,230	139,981
Galle Port	16,753	14,647	31,400
Norochcholai Port	215	141	356
Trincomalee Port	1,141	2,210	3,351
Ratmalana Airport	73	57	130
Mannar Pier	2	2	4
<b>Total</b>	<b>4,038,354</b>	<b>4,022,933</b>	<b>8,061,287</b>



## Monthly arrivals to and departures from Sri Lanka of Sri Lankans and foreigners-2018

Month	Arrivals			Departures		
	Sri Lankan Citizens	Foreigners	Total Arrivals	Sri Lankan Citizens	Foreigners	Total Departures
January	124,530	260,840	385,370	121,697	286,450	408,147
February	100,783	253,782	354,565	107,871	257,551	365,422
March	119,828	247,683	367,511	116,378	252,912	369,290
April	149,305	187,235	336,540	145,492	213,876	359,368
May	113,610	150,495	264,105	107,054	164,330	271,384
June	119,891	166,343	286,234	97,863	146,713	244,576
July	132,119	241,880	373,999	116,186	202,975	319,161
August	141,246	222,691	363,937	156,016	257,151	413,167
September	121,336	168,585	289,921	149,742	183,076	332,818
October	115,267	173,582	288,849	122,956	174,978	297,934
November	110,889	205,935	316,824	108,194	193,162	301,356
December	140,902	269,597	410,499	126,489	213,821	340,310
<b>Total</b>	<b>1,489,706</b>	<b>2,548,648</b>	<b>4,038,354</b>	<b>1,475,938</b>	<b>2,546,995</b>	<b>4,022,933</b>



## Arrivals of foreigners to Sri Lanka based on regions - 2018

Month	Africa	Asia	Australia	Europe	North America	South America	Antarctica	Unidentified	Total
January	2,458	113,183	12,464	117,904	14,014	701	0	116	260,840
February	1,846	111,026	7,390	121,728	11,036	649	0	107	253,782
March	2,148	102,392	11,128	116,939	14,114	794	0	168	247,683
April	1,946	89,015	13,310	69,959	11,849	1,037	0	119	187,235
May	1,207	97,096	6,786	36,395	8,386	409	0	216	150,495
June	1,762	97,513	11,577	43,698	11,370	303	0	120	166,343
July	2,325	111,629	11,834	100,588	15,008	403	0	93	241,880
August	2,316	111,306	11,087	86,054	11,411	396	0	121	222,691
September	1,880	89,348	11,372	57,600	7,865	380	0	140	168,585
October	1,511	93,753	9,102	61,479	7,185	420	1	131	173,582
November	1,787	96,247	11,483	86,273	9,464	592	0	89	205,935
December	3,714	114,021	20,540	115,136	15,480	651	0	55	269,597
<b>Total</b>	<b>24,900</b>	<b>1,226,529</b>	<b>138,073</b>	<b>1,013,753</b>	<b>137,182</b>	<b>6,735</b>	<b>1</b>	<b>1,475</b>	<b>2,548,648</b>



## Number of Sri Lankans who arrived in Sri Lanka based on port and month – 2018

Ports	January	February	March	April	May	June	July	August	September	October	November	December	Total
Katunayake Airport	124,260	100,539	119,068	148,999	113,114	119,626	131,844	140,877	120,945	114,643	110,567	140,409	1,484,891
Hambantota Port	3	0	1	0	0	0	0	3	0	0	0	0	7
Mattala Airport	60	29	60	72	48	14	0	0	0	0	0	0	283
Colombo Port	49	68	483	47	258	79	64	171	212	364	76	206	2,077
Galle Port	134	121	182	155	178	172	209	192	173	257	222	270	2,265
Norochchola Port	13	15	30	25	0	0	0	0	0	0	14	7	104
Trincomalee Port	5	11	4	4	12	0	2	3	6	3	10	4	64
Ratmalana Port	6	0	0	3	0	0	0	0	0	0	0	6	15
<b>Total</b>	<b>124,530</b>	<b>100,783</b>	<b>119,828</b>	<b>149,305</b>	<b>113,610</b>	<b>119,891</b>	<b>132,119</b>	<b>141,246</b>	<b>121,336</b>	<b>115,267</b>	<b>110,889</b>	<b>140,902</b>	<b>1,489,706</b>



## Number of foreigners who arrived in Sri Lanka based on port and month - 2018

Ports	January	February	March	April	May	June	July	August	September	October	November	December	Total
Katunayake Airport	250,999	248,190	232,687	167,741	146,190	162,767	240,121	220,853	165,756	170,680	194,514	261,244	2,461,742
Hambantota Port	6	3	303	634	459	5	0	33	6	24	13	56	1,542
Mattala Airport	116	170	234	87	51	7	0	4	0	59	207	19	954
Colombo Port	8,379	4,189	12,690	17,679	2,472	2,572	617	576	1,455	1,499	9,851	6,695	68,674
Galle Port	1,261	1,173	1,197	1,039	1,233	981	1,132	1,108	1,272	1,259	1,287	1,546	14,488
Norochcholai Port	26	9	28	0	0	0	0	0	26	0	21	1	111
Trincomalee Port	31	40	542	41	86	11	10	117	70	59	42	28	1,077
Ratmalana Port	22	8	0	14	4	0	0	0	0	2	0	8	58
Mannar Pier	0	0	2	0	0	0	0	0	0	0	0	0	2
<b>Total</b>	<b>260,840</b>	<b>253,782</b>	<b>247,683</b>	<b>187,235</b>	<b>150,495</b>	<b>166,343</b>	<b>241,880</b>	<b>222,691</b>	<b>168,585</b>	<b>173,582</b>	<b>205,935</b>	<b>269,597</b>	<b>2,548,648</b>

## Number of Sri Lankans departed from Sri Lanka based on port and month - 2018

Ports	January	February	March	April	May	June	July	August	September	October	November	December	Total
Katunayake Airport	121,432	107,548	115,817	144,986	106,731	97,613	115,847	155,662	149,525	122,393	107,754	126,173	1,471,481
Hambantota Port	3	0	0	0	0	0	0	0	0	2	0	0	5
Mattala Airport	82	44	57	74	89	12	0	0	0	0	0	0	358
Colombo Port	36	81	66	76	60	66	198	62	72	373	203	88	1,381
Galle Port	134	171	138	137	157	172	137	140	138	187	222	217	1,950
Norochcholai Port	7	15	14	22	0	0	0	0	0	0	6	5	69
Trincomalee Port	3	12	286	194	17	0	4	152	7	1	9	0	685
Ratmalana Port	0	0	0	3	0	0	0	0	0	0	0	6	9
<b>Total</b>	<b>121,697</b>	<b>107,871</b>	<b>116,378</b>	<b>145,492</b>	<b>107,054</b>	<b>97,863</b>	<b>116,186</b>	<b>156,016</b>	<b>149,742</b>	<b>122,956</b>	<b>108,194</b>	<b>126,489</b>	<b>1,475,938</b>

## No of Foreigners departed from Sri Lanka based on port and month - 2018

Ports	January	February	March	April	May	June	July	August	September	October	November	December	Total
Katunayake Airport	276,688	252,038	238,074	194,420	160,330	143,360	201,444	255,589	180,394	172,095	182,002	205,652	2,462,086
Hambantota Port	6	4	686	3	1	1	2	22	2	12	644	13	1,396
Mattala Airport	199	206	271	280	81	9	0	4	0	58	205	7	1,320
Colombo Port	7,870	3,737	12,747	18,198	2,794	2,556	574	580	1,507	1,702	8,685	6,899	67,849
Galle Port	917	1,419	1,100	872	1,033	777	935	866	1,116	1,044	1,544	1,074	12,697
Norochcholai Port	13	0	0	41	0	0	0	0	0	0	18	0	72
Trincomalee Port	751	125	26	55	87	10	20	90	57	64	64	176	1,525
Ratmalana Port	6	22	6	7	4	0	0	0	0	3	0	0	48
Mannar Pier	0	0	2	0	0	0	0	0	0	0	0	0	02
<b>Total</b>	<b>286,450</b>	<b>257,551</b>	<b>252,912</b>	<b>213,876</b>	<b>164,330</b>	<b>146,713</b>	<b>202,975</b>	<b>257,151</b>	<b>183,076</b>	<b>174,978</b>	<b>193,162</b>	<b>213,821</b>	<b>2,546,995</b>

## Foreigners with refused entry to the country - 2018

	Nationality	January	February	March	April	May	June	July	August	September	October	November	December	Total
1	Bangladesh			03	04	04	02			01	02			16
2	Indian	35	19	30	41	25	40	37	18	20	11	04	05	285
3	Palestinian		01				01				02			04
4	Cameroonian	02				01								03
5	Pakistani	56	40	41	08	20	31	22	32	61	62	13	41	427
6	Chinese	12	03	25	16	23	11	05	07	05	10		07	124
7	Afghan			04	08	03		02	01					18
8	Indonesian					02								02
9	French			01				02						03
10	Nigerian	09	09	13	13	06	03	02	04	03	02	02	01	67
11	American		01		01		01		01		01			05
12	Iranian	10	01	03				12	01	01				28
13	Ukraine		01		01									02
14	British				01		01			02			01	05
15	Maldivian	02								01	01		01	05
16	Canadian	01	01				01			01		01		05
17	Nepal	02	01					01	02	03			04	13
18	Thailand	01				02		01	01	05	03		01	14
19	Netherland						01							01
20	Philippines				03	02	06		02	03	04			20
21	Ghana									01			01	02
22	Korean						01			01				02
23	Egyptian		01	01		01			01				01	05
24	Myanmar				01	01			01	01		06		10
25	Norwegian										02			02
26	Uzbekistani			01	01								02	04
27	Cambodia				01									01
28	Albania										01			01
29	Congo								01					01
30	Sudan		01		04			01						06
31	Tunisia				01									01
32	Somalia											01		01
33	Estonian	01												01
34	Yemen	01					01							02
35	Israel		01								01			02
36	Latvian		01											01
37	Czech republic		02						02					04
38	Kyrgyzstan			01										01
39	Poland			01										01
40	Zambian				01									01
41	Comoros island						01							01
42	Vietnam						04							04
43	Saudi							01	01					02
44	Ivory coast	01							01	01				03
45	Colombia									01		01		02
46	Morocco										01			01
47	Slavonia										02			02
48	Belgium											01		01
49	Kazakhstan												01	01
	<b>Total</b>	<b>133</b>	<b>83</b>	<b>124</b>	<b>105</b>	<b>90</b>	<b>105</b>	<b>86</b>	<b>76</b>	<b>111</b>	<b>105</b>	<b>29</b>	<b>66</b>	<b>1113</b>

### Reasons for refusal of entry to foreigners:-

1. Not being a *bona - fide* traveler;
2. Use of forged travel documents;
3. Non – receipt of standard visa;
4. Removal from the country due to prior violations of the Immigrants and Emigrants Act;
5. Being Blacklisted;
6. Not possessing Electronic Travel Authorization (ETA);
7. Non availability of sufficient amount of money;
8. Absence of return air ticket.

### Granting of approval to dispatch passports from Sri Lanka through courier service

In terms of the Immigrants and Emigrants Act, it is illegal to dispatch a passport to another country through courier service or any other way without obtaining the prior approval in writing of the Control General of Immigration and Emigration. Accordingly, this Department grants approval to send passports pertaining to entry to countries of which embassies are not situated in Sri Lanka to a country where there are embassies of such countries. (e.g.:- Passports are dispatched to New Zealand High Commission in New Delhi, India through Courier Service for receipt of New Zealand Visas.)

As such, approval has been granted to courier 26,718 passports during the year 2018 under the approval of the Department and a sum of Rs. 1000/- is charged per passport. An income of Rs. 26,718,000.00 (Rs. 26.718 million) has been earned by dispatching passports through courier service.

### Number of passports permitted to courier during the year 2018

Month	No of passports couriered	Income (value of a unit - Rs.1000)
January	1729	1729000
February	2196	2196000
March	2438	2438000
April	1830	1830000
May	2681	2681000
June	2634	2634000
July	3028	3028000
August	2494	2494000
September	1905	1905000
October	2282	2282000
November	1941	1941000
December	1560	1560000
<b>Total</b>	<b>26718</b>	<b>26718000</b>

## Couriering passports 2014 - 2018

Year	No of passports couriered	Income (value of a unit - Rs.1000)
2014	26286	26,286,000
2015	28820	28,820,000
2016	30676	30,676,000
2017	30529	30,529,000
2018	26718	26,718,000
<b>Total</b>	<b>143029</b>	<b>143,029,000</b>

**Issuance of temporary entry permits to the crew of a ship anchored in a port approved by Sri Lanka.**

Port	2013	2014	2015	2016	2017	2018	Total
Colombo	65988	86102	91122	86753	88158	61664	479787
Galle	1442	1696	2177	2269	1341	1596	10521
Norochholei	-	-	-	-	-	209	209
Trincomalee	2	0	105	0	0	2334	2441
Hambantota	-	-	-	-	-	345	345
<b>Total</b>	<b>67432</b>	<b>87798</b>	<b>93404</b>	<b>89022</b>	<b>89499</b>	<b>66148</b>	<b>493303</b>

## Issuance of bonds (Stickers) for overseas Naval Crew

Every member of all naval crew should sign a bond before entering into the country for which a bond fee of Rs. 1000.00 is charged. These bonds are issued for the foreigners serving in ships coming to Sri Lanka and foreigners departing from Sri Lanka after naval service and the relevant bond fee should be paid to the Department of Immigration and Emigration by the local representative of the person seeking such entry into the country. A sticker with a barcode is issued to the representatives after making the relevant payment.

## Issuance of bonds (stickers) for Naval Crew - monthly income - 2018

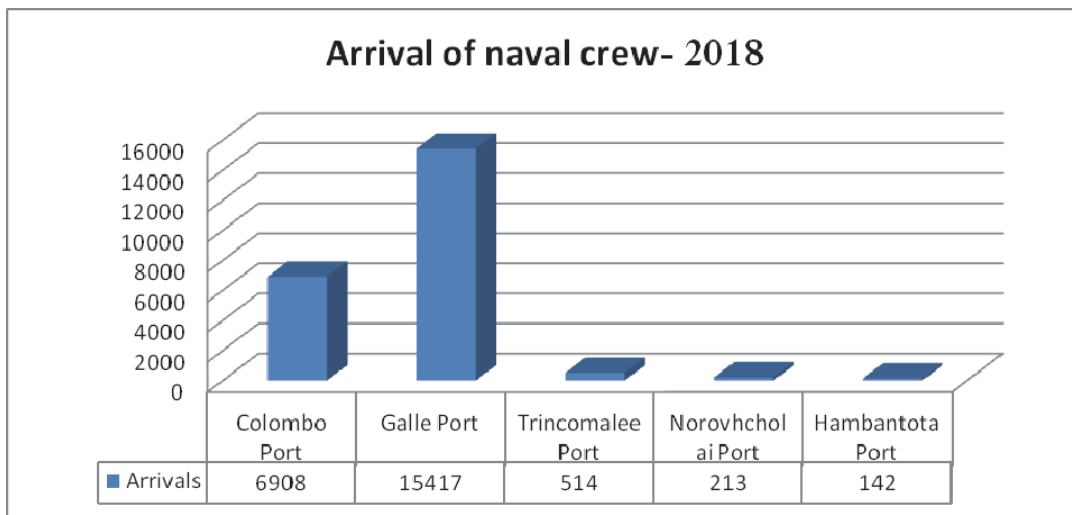
Month	No of stickers issued	Income (value of a unit - Rs.1000)
January	3458	3458000
February	3849	3849000
March	3209	3209000
April	3265	3265000
May	2442	2442000
June	3410	3410000
July	2678	2678000
August	2828	2828000
September	3764	3764000
October	2607	2607000
November	3984	3984000
December	2679	2679000
<b>Total</b>	<b>38173</b>	<b>38173000</b>

## Issuance of bonds (Stickers) 2014 – 2018

Year	No. of stickers issued	Income (value of a unit – Rs.1000)
2014	46194	46,194,000
2015	44841	44,841,000
2016	35573	35,573,000
2017	37532	37,532,000
2018	38173	38,173,000
<b>Total</b>	<b>202313</b>	<b>202,313,000</b>

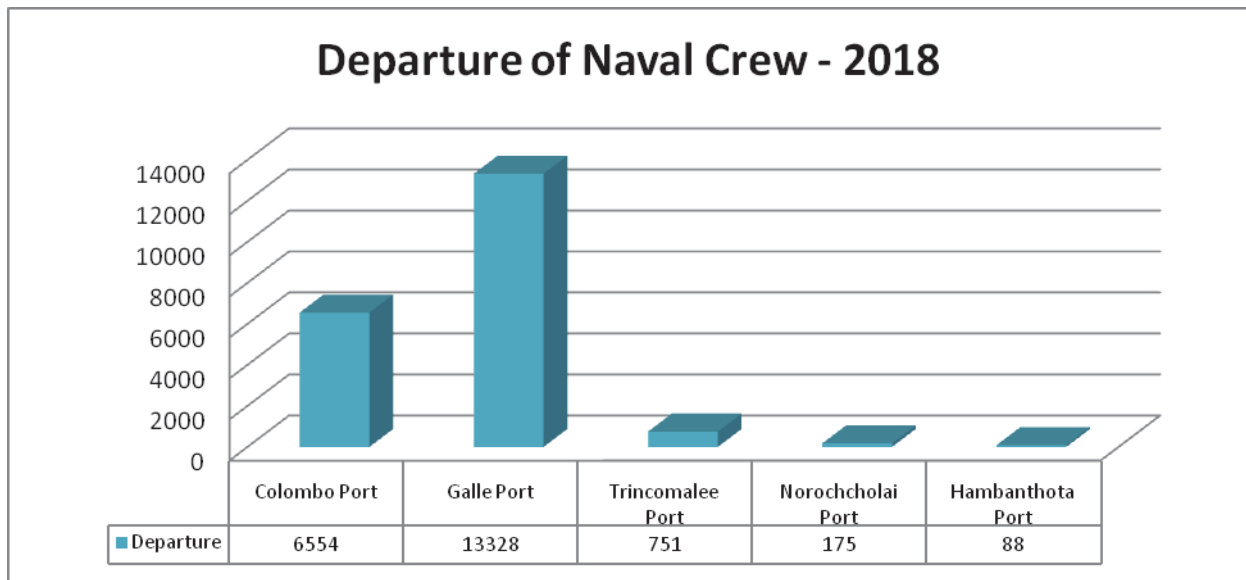
## Arrival of Naval Crew – 2018

Month	Colombo Port	Galle Port	Trincomalee Port	Norochholai Port	Hambanthota Port	Total
January	587	1268	31	14	04	1904
February	553	1141	28	40	02	1764
March	685	1323	23	57	06	2094
April	536	1095	26	42	04	1703
May	547	1286	62	-	27	1922
June	656	1111	11	-	01	1779
July	610	1274	15	-	-	1899
August	595	1222	118	-	33	1968
September	550	1296	74	12	01	1933
October	504	1433	55	-	22	2014
November	509	1424	53	41	11	2038
December	576	1544	18	07	31	2176
<b>Total</b>	<b>6908</b>	<b>15417</b>	<b>514</b>	<b>213</b>	<b>142</b>	<b>23194</b>



## Departure of Naval Crew - 2018

Month	Colombo Port	Galle Port	Trincomalee Port	Norochcholai Port	Hambanthota Port	Total
January	592	1024	147	26	04	1793
February	519	1059	32	24	04	1638
March	219	1133	22	26	07	1407
April	529	944	28	66	01	1568
May	596	1148	68	-	01	1813
June	685	919	10	-	01	1615
July	559	1085	15	-	-	1659
August	651	1016	240	-	21	1928
September	490	1237	43	-	-	1770
October	559	1174	67	-	08	1808
November	611	1344	66	28	39	2088
December	544	1245	13	05	02	1809
<b>Total</b>	<b>6554</b>	<b>13328</b>	<b>751</b>	<b>175</b>	<b>88</b>	<b>20896</b>





## Arrival and Departure of Naval Crew 2015 – 2018

Approved ports	2015		2016		2017		2018	
	Arrival	Departure	Arrival	Arrival	Departure	Departure	Arrival	Departure
Colombo Port	6786	7474	5736	5623	5945	6020	6908	6554
Galle Port	20339	18474	14111	13008	14135	12334	15417	13328
Trincomalee Port	917	877	432	439	626	821	514	751
Norochcholai Port	38	21	94	136	167	144	213	175
Hambantota Port	178	163	61	62	43	31	142	88
<b>Total</b>	<b>28258</b>	<b>27009</b>	<b>20434</b>	<b>19268</b>	<b>20916</b>	<b>19350</b>	<b>23194</b>	<b>20896</b>

## Issuance of letters containing immigration and emigration particulars of expatriates based on the requirements of various institutions 2016 - 2018

Year	No. of Letters
2016	6483
2017	5672
2018	4884

## Granting of Electronic Travel Authorization (ETA) at the ports for the tourists who arrive into Sri Lanka without obtaining ETA

	2013	2014	2015	2016	2017	2018	Total
Katunayake Airport	354487	833506	443748	448811	407964	428775	2917291

### **04.03 Investigation Branch**

Function of this Branch is to supervise activities of foreigners arriving and staying in Sri Lanka, conduct required investigations and take legal action to take foreigners staying in the country by violating immigrants and emigrants laws by conducting observations, and detain, remove or deporting out of the country in terms of Immigrants and Emigrants Act No.20 of 1948 and regulations enacted there under and international laws.

#### **Staff – 2018**

Post / Service	Number
Deputy Controller	01
Assistant Controller	01
Senior Authorized Officer	0
Authorized Officer	11
Public Management Assistant	0
Office Employees Service	0

**No. of foreigners investigated and removed out of the country during the year the 2018 is as follows.**

Month	Number of investigations	Number of removals
January	99	45
February	124	41
March	166	114
April	126	33
May	49	31
June	119	54
July	157	77
August	72	67
September	113	80
October	233	38
November	135	55
December	155	43
Total	<b>1548</b>	<b>678</b>

#### **Reasons for removing aforesaid foreigners from the country**

1. Overstaying the period of visa.
2. Violation of conditions of visa. (e.g.: Being engaged in an employment holding a tourist visa)
3. As per court orders

**Removing of foreigners, who have been detained at Mirihana camp, from the country (from 2014- 2018)**

Nationality	2014	2015	2016	2017	2018
South Korea	-	01	-	03	02
India	51	39	75	247	94
Turkey	03	01	-	05	-
German	02	01	02	04	01
Turkmenistan	-	-	-	01	-
Pakistan	10	41	09	25	11
Iraq	-	13	02	01	02
China	05	49	04	86	59
Canadian	02	-	01	01	-
French	01	02	-	02	-
Russian	02	04	01	23	02
Czech	-	-	-	05	01
Italian	-	-	-	05	-
British	02	-	01	02	02
Nigerien	03	05	03	21	08
Denmark	-	-	-	01	-
Saudi Arabian	-	-	-	02	-
Uzbekistani	-	01	-	09	01
Bangladeshi	08	44	46	12	03
Indonesian	-	-	-	01	-
Thailand	-	10	01	12	19
Australian	-	-	02	02	-
Portuguese	-	-	-	01	-
Morocco	-	-	-	02	-
Yemen	-	01	01	02	01
Ukrainian	01	06	02	03	02
Nepalese	-	-	-	03	02
Egyptian	-	-	-	01	-
Iranian	09	12	04	16	16
Irish	01	-	-	01	-
Japanese	-	-	-	01	01
Malaysian	-	01	01	02	04
Maldivian	01	-	-	02	03
Myanmar	07	-	-	02	-
Palestinian	03	04	-	01	01
Sierra Leone	-	-	-	01	-
Somalia	-	02	-	02	03
Taiwanese	-	-	-	03	-
Tajikistani	-	-	-	01	-
Afghan	-	01	-	-	-
Cameron	-	01	-	-	-
Liberia	01	-	-	-	-
Mali	02	01	-	-	-
Syrian	07	03	-	-	01
Egalitarian	02	-	-	-	-
Spanish	01	-	-	-	-
Armenia	-	01	-	-	-
Kazakhstani	-	01	-	-	-
Lebanese	-	01	03	-	-
Sweden	-	02	01	-	-
Georgian	-	03	-	-	-
Ghana	-	03	-	-	-
Netherland	-	01	-	-	-
South Africa	-	01	-	-	-
Sudanese	-	01	-	-	-
Azerbaijan	-	01	-	-	-
Singaporean	-	01	-	-	-
Israel	-	-	-	-	01
American	-	-	-	-	01
Belarus	-	-	-	-	01
Vietnam	-	-	-	-	03
Tibet	-	-	-	-	01
<b>Total</b>	<b>124</b>	<b>259</b>	<b>159</b>	<b>514</b>	<b>246</b>

## No. of investigations conducted by the Investigation Branch 2014 - 2018

Month	2014	2015	2016	2017	2018
January	61	54	73	36	99
February	50	74	43	64	124
March	98	103	50	89	166
April	88	59	72	48	126
May	29	93	46	75	49
June	52	46	56	56	119
July	41	64	77	72	157
August	11	39	89	112	72
September	30	37	109	88	113
October	45	48	57	29	233
November	39	41	61	82	135
December	24	41	23	42	155
<b>Total</b>	<b>568</b>	<b>699</b>	<b>756</b>	<b>793</b>	<b>1548</b>



## Data on the registration at the Office of United Nations High Commissioner for Refugees (UNHCR)

The agreement entered into between the Ministry of Foreign Affairs and the Office of United Nations High Commissioner for Refugees on 07<sup>th</sup> December 2005 and working arrangement based on the same were implemented with effect from 01<sup>st</sup> June 2006, which allow asylum seekers in a third country to visit Sri Lanka and get registered in the Office of United Nations High Commissioner for Refugees and stay in Sri Lanka till leaving the country receiving asylum status in any other country. 1542 foreigners have registered in UNHCR as at 31.12.2018 under this system, out of which 742 persons are still staying in this country for seeking asylum status while 800 persons are seeking to reside in another country after receiving the asylum-status.

### No. of Asylum – Seekers as at 31.12.2018

Nationality	No. of persons
Pakistani	676
Afghan	34
Iranian	11
Yemen	03
Maldivian	03
Nigerian	07
Bangladeshi	01
Myanmar	01
German	01
Indian	01
Sudan	04
<b>Total</b>	<b>742</b>

### No. of Refugees as at 31.12.2018

Nationality	No. of persons
Pakistani	558
Afghan	146
Myanmar	33
Syria	14
Yemen	12
Iran	18
Maldivian	06
Palestine	09
Somalia	01
Tunisia	01
Eritrean	02
<b>Total</b>	<b>800</b>

Five one day workshops conducted by the UNHCR on International Laws and Global Trends on Refugees were held at Cinnamon Grand Hotel, Colombo during the Year 2018 with the participation of 07 Assistant Controllers and 93 Immigration and Emigration officers.

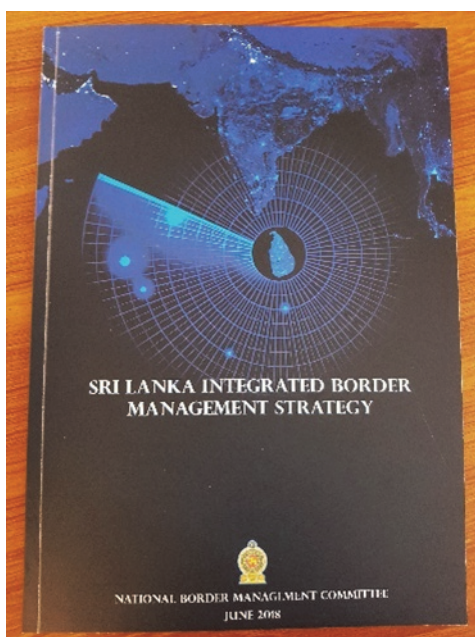
## Special functions performed during the year 2018

### 1. Symposium on Sri Lanka Integrated Border Management (IBM) Strategy

Government of Sri Lanka (GoSL) established a National Border Management Committee (NBMC), comprising of heads of all key border management agencies, mandated to oversee all aspects of border management, and recommend appropriate measures to the Cabinet of Ministers to improve the sector.

In line with their mandate, NBMC developed the 'Sri Lanka Integrated Border Management (IBM) Strategy', which provides policy directive to the border agencies transition to an integrated, risk-based approach to border management. The Sri Lanka IBM Strategy was approved and adopted by the Cabinet of Ministers on 30 May 2018. The strategy was formally launched at the IBM Introductory Symposium held on 26 July 2018, with participation of all key border agencies, marking the launch of first national border management strategy of the country.

The event sensitized key GoSL officials on the commitment of GoSL to transition into an integrated border management model to effectively counter border risks, and capitalize on emerging opportunities.



Panel discussion on proposed IBM system



Controller General addressing the symposium



## **Introduction of on board Clearance for Passenger ships coming to Sri Lanka**

Naval tourist arrivals to Sri Lanka indicated a growth by the latter part of the year 2016. In particular, Colombo, Galle and Trincomalee ports were the most popular ports for that purpose. 500 – 3000 tourists are transported in a passenger ship at a single trip and the port premises did not contain facilities required for proper passenger clearance.

As a remedial measure, during the first half of the year 2017, Department of Immigration and Emigration introduced a methodology of passenger clearance before anchoring of such ships carrying over 5000 tourists in ports of Sri Lanka. This methodology enabled early identification of foreigners endangering national security as well as and blacklisted foreigners. It also enabled collection of accurate data on ships and passengers arriving to ports as well as provision of a more efficient service to tourists.

Accordingly 64,446 passenger clearances were carried out in the year 2018.



Carrying out passenger clearances in the passenger ship “Celebrity Constellation”

### **3. User Training on New Border Control System Modifications**

As part of the ongoing efforts to strengthen the border control capacity of the Department of Immigration and Emigration, new system modifications were introduced to the current border control system. The recommended modifications were designed to further enhance the system efficiency, integrity, and security and included: introducing additional workflow functions to facilitate secondary inspection examination of passengers; pre-screening of advance passenger manifests for known targets; real-time reconciliation of border records with passenger manifests; and improvements to the operations monitoring dashboard and notifications.

A comprehensive system training was provided to 390 (F-72 | M-318) border officials of the Department of Immigration and Emigration over a series of trainings conducted from 19 -29 November 2018, to familiarize them with the new Info Border System modifications introduced under this project. The technical training was aimed at improving the familiarity of officials of the Department of Immigration and Emigration involved with front-end border operations and executive roles, on the functionalities of the new system modifications, and improves their awareness on how those system functions could be utilized in an optimum manner. The training programme eventually leads to the operationalization of new system functions in January 2019.



Training for Executive Officers of the Department of Immigration and Emigration – 28&29 November 2018



Training for Senior Authorized Officers of the Department of Immigration and Emigration– 21 & 23 November 2018



Training for Authorized Officers of the Department of Immigration and Emigration 19-23 November 2018

#### 4. Workshop to Update the Standard Operating Procedure (SOP) of the Investigations Unit of the Department of Immigration and Emigration.

Contributing towards improving the investigation and enforcement capacity of the Department of Immigration and Emigration, IOM extended support to conduct a workshop on updating the standard operating procedure (SOP) of the DIE Investigations Unit. The workshop was conducted on 17 November 2018, and IOM provided technical assistance to review the current investigation procedures and formulate recommendations to update the investigations SOP to meet the contemporary needs. The workshop provided an opportunity for the participants to improve their knowledge on immigration investigation procedures, emerging challenges, transnational organized crime and international best practices related to countering border risks.





#### **04: 4 National Counter Human Trafficking Resource Center (NCHTRC)**

This Division was able to give a further training to the officers on this subject matter and coordinated with Training Division and the Department of Criminal Investigations to provide basic training for newly recruited 90 Authorized Officers.

The National Counter Human Trafficking Resource Center actively participated in six bi monthly meetings conducted by Anti Human Trafficking Task Force established under the guidance of Ministry of Justice. Further, contribution was also given to the functions to be carried out by the Department of Immigration and Emigration in the proposed programmes for the year 2018 under the Strategic Plan for Elimination of Human Trafficking 2015 – 2019. The NCHTRC actively contributed for the preparation of Trafficking in Persons Report in United States 2018. As a result of the fullest contribution of the Department of Immigration and Emigration, Sri Lanka has been recognized as Tier 2 state dedicated for elimination of Human Trafficking.

#### **Special functions performed during the year 2018**

PROJECT RELAY is an INTERPOL initiative funded by the Government of Canada to Combat Trafficking in Persons and Human Smuggling and the NCHTRC actively contributed to the programme for the inclusion of Sri Lanka in to INTERPOL'S database. Accordingly, "Operation Mandala" was conducted for 9 days at the Bandaranayke International Airport, Katunayake in April 2018 with the participation INTERPOL specialists and this training programme was organized by the NCHTRC. A practical training was given to identify the international criminals and users of lost and stolen travel documents (SLTD) in Sri Lanka and other countries. This will pave way to identify criminals in the INTERPOL'S database at the end of the year, in case they attempt to travel across Sri Lanka.



Sri Lanka, Bangladesh, United Kindom, Nepal and Myanmar was participated in this operation and the Department of Immigration and Emigration was able to provide the most search contribution of 39% or 182,478 out of 464,760 searches. As a result of that, it was possible to identify lost or stolen travel documents, red warrants and 14 other findings of INTERPOL. Thereby "Operation Mandala" was recognized as a successful programme.



Further, this Division guided to formulate Standard Operating Procedure. Accordingly, three workshops were conducted and an operational handbook was prepared at the end of such workshops.

Training Division conducted this training programme for Assistant Controllers, Senior Authorized Officers, and 60 Authorized Officers with the participation of Resource Persons of INTERPOL.



### **Functions expected to be performed during the year 2019.**

- Conducting training programmes related to subject matters for newly recruited 115 Authorized officers.
- Completion of the activities of Border Surveillance Unit scheduled to be set up in order to minimize organized crimes committed across approved ports.
- Regularization of the activities of document laboratory at Bandaranayake International Airport.
- Participation in national programme through the contribution of all stakeholders by the establishment of co-ordination unit to eradicate organized crimes along with other relevant institutions.
- To take steps to distribute leaflets and books to raise public awareness on human trafficking.
- To organize training sessions to raise awareness among Immigration Officers who have not been given training so far on local and international rules related to trafficking in persons.

## **05. Citizenship Division**

Statutory authority for the Citizenship Division has been granted by Citizenship Act, No 18 of 1948. Powers have been vested in the Secretary of relevant line Ministry, ex officio, to execute the Citizenship Act. Since provisions and executive procedures of Citizenship Act are directly joined to the process of issuing passports through Foreign Missions which are governed by the Immigrants and Emigrants Act, Citizenship Division is located in the Department of Immigration and Emigration. Executive powers of the Secretary are executed through an Assistant Secretary and such powers are thereby executed by a Deputy Controller of the Citizenship Division. The other staff is as follows:

### **Staff-2018**

<b>Post</b>	<b>Number</b>
Assistant Controller	02
Development Officer.	01
Public Management Assistant	22
Office Employees' Service (K.K.S)	04

### **Role**

Provisions of Citizenship Act, No. 18 of 1948 are executed by the Citizenship Division in accordance with the following matters.

- **Registration of Citizenship under section 5 (2) of the Act.**

Registration of children who born to one or both Sri Lankan parents who are residing in foreign countries is carried out by this Division.

- **Granting Sri Lankan Citizenship again under section 8 of the Act.**

Activities are carried out to grant Sri Lankan Citizenship again to the persons whose Citizenship of Sri Lanka has ceased due to obtaining of citizenship in another country.

- **Taking action under section 11 of the Act.**

Registration of a person whose mother or father is a Sri Lankan citizen fails to register until the age of 22 years in terms of the section 5(2).

- **Taking action under section 12 of the Act.**

Granting of Sri Lankan Citizenship for foreign women got married to a Sri Lankan spouse.

- **Taking action under section 13**

Granting of Sri Lankan citizenship to a person who is not entitle to obtain the citizenship under section 11 and 12 of the Citizenship Act and who has rendered distinguished Public Service or his eminent in Professional, Commercial, industrial or agricultural life and intends to live as an ordinary citizen in Sri Lanka.

- **Taking action under section 13 (a) of the Act.**

Taking action to grant citizenship of Sri Lanka by registration to a person who has been granted a visa or endorsement for a period of five years and has been registered in a Resident Guest Scheme approved by the Government for foreign investors and professionals.

- **Granting of Dual citizenship under section 19 of the Act.**

Section 19 (2)

Granting of Sri Lankan Citizenship to a person whose Citizenship of Sri Lanka has ceased due to obtaining the citizenship in foreign countries, whilst being a citizen of the said countries.

Section 19 (3)

Granting of Dual Citizenship to the persons who are staying in foreign countries holding resident visa whilst being a citizen of Sri Lanka

- **Taking action under section 20 of the Act**

Section 20 (1)

Where a person born on or before 15.11.1948 by descent and is also on that date a citizen of any other country, that person shall on the 31.12.1952 or on the day on which he attains the age of 22 years which every day is in his case the latter, cease to be a citizen of Sri Lanka, unless before that day he renounces citizenship of that other country in accordance with the law therein in force in that behalf and notifies such renunciation to a prescribed officer.

Section 20 (2)

where a person is a citizen by descent and that persons, by operation of law , is at the time of his birth or becomes thereafter , also a citizen of any other country, that person shall, 31.12.1952 or on the day immediately succeeding the date of the expiration of a period of twelve months from the date on which he so becomes a citizen of that other country or on the day on which he attains the age of twenty - two years whichever day is in his case the latest, cease to be a citizen of Sri Lanka, unless before that day he renounces citizenship of that other country in accordance with the law therein in force in that behalf and notifies such renunciation to a prescribed officer.

Section 20 (3)

A person who is a citizen of Sri Lanka by descent shall cease to be a citizen of Sri Lanka if he voluntarily becomes a citizen of any other country.

Section 20 (4)

Taking action to terminate the Sri Lankan Citizenship of a person who does not renounce the Citizenship of his foreign country during a period of 03 months and applies for a Sri Lankan Citizenship again under section 20 (4).



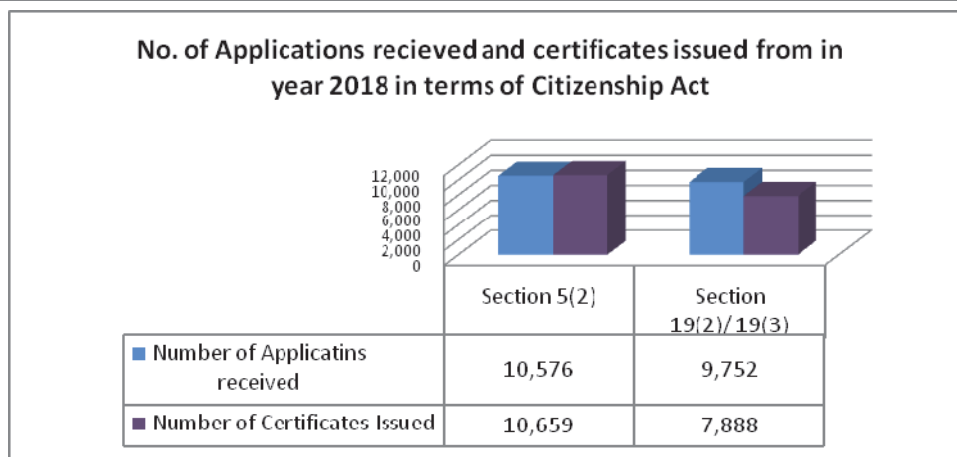
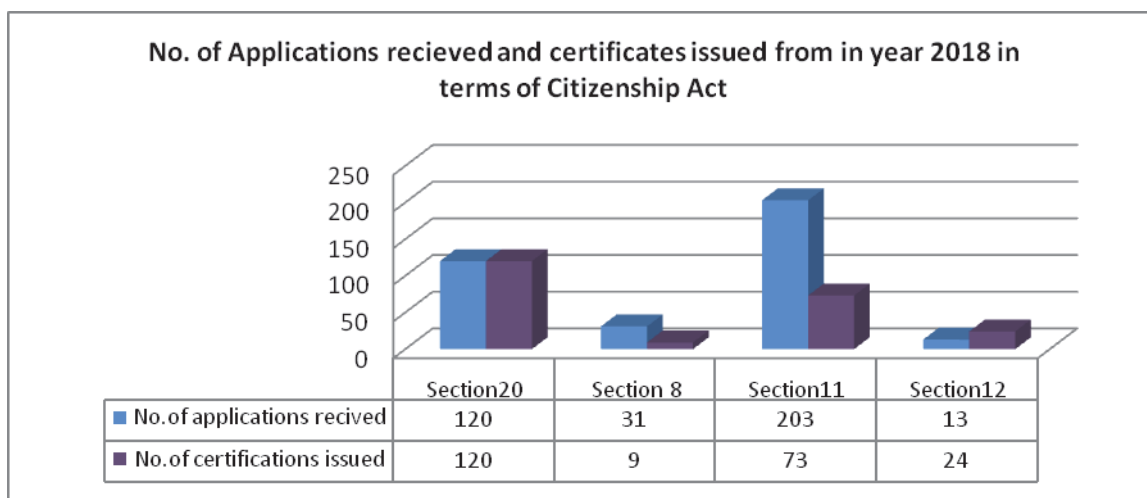
### Certificates issued from 01.01.2016 to 31.12.2018 in terms of Citizenship

Section	2016	2017	2018	Total
Section5(2)	8,276	12,904	10,659	31,839
Section 8	12	6	9	27
Section	51	46	73	170
Section 12	8	6	24	38
Section 19(2)/ 19(3)	17,544	10,648	7,888	36,080
Section 20	108	94	120	322
<b>Total</b>	<b>25,999</b>	<b>23,704</b>	<b>18,773</b>	<b>68,476</b>

### No. of applications received and certificates issued from 01.01.2018 to 31.12.2018 in terms of Citizenship Act

Section	No. of Applications received	No. of certificates issued
Section5(2)	10,576	10,659
Section 8	31	09
Section	203	73
Section 12	13	24 *
Section 19(2)/ 19(3)	9,752	7,888
Section 20	120	120
<b>Total</b>	<b>20,695</b>	<b>18,773</b>

\*Certificates have been issued in the year 2018 based on applications received in the relevant year and previous year.



## Granting of Dual Citizenship 2016– 2018

Description	2016	2017	2018	එකතුව
Resumption of Sri Lankan citizenship under section 19(2) of Citizenship Act.	9,418	5,113	4,082	18,613
Retention of Sri Lankan citizenship under section 19(3) of Citizenship Act.	8,126	5,535	3,806	17,467
<b>Total</b>	<b>17,544</b>	<b>10,648</b>	<b>7,888</b>	<b>36,080</b>

## Apply for Dual Citizenship – 2018 (as per countries)

Country	No. of applications received
United States of America	1,185
United Kingdom	1,985
Canada	1,249
France	333
Italy	892
Australia	3,168
Switzerland	429
New Zealand	335
Sweden	62
Other Countries	114
<b>Total</b>	<b>9,752</b>

## Special functions performed, achievements and challenges during the year 2018

- (1) Granting of Dual Citizenship in terms of section 19 of the Citizenship Act, No. 18 of 1948 was initiated under a new methodology on 23.03.2015. As such, a total number of 7888 certificates were awarded by conducting 3 awarding ceremonies at the “Suhurupaya “Auditorium, during the year 2018.



- (2) An opportunity was given to apply for Dual Citizenship to the persons who have obtained Sri Lankan Citizenship in terms of section 11 of Citizenship Act, No.18 of 1948.
- (3) Two mobile services were conducted for 421 Sri Lankan refugees who came from South India in Kilinochchi on 01.07.2018 and 02.07.2018 and in Mannar on 12.08.2018 and 13.08.2018.



- Mobile service conducted in Kilinochchi on 01.07.2018 and 02.07.2018



- Mobile service conducted in Mannar on 12.08.2018 and 13.08.2018.

Action was taken to grant Sri Lankan Citizenship for 372 persons and 46 persons in terms of section 5 (2) and section 11 of Citizenship Act, No.18 of 1948 respectively.

## **06.Information Technology Division.**

Information Technology Division is functioned under the supervision of Controller (Information Technology)

### **Staff - 2018**

<b>Post / Service</b>	<b>Number</b>
Controller	01
Assistant Controller	01
Authorized Officer	04
Development Officer	01
Public Management Assistant	03
Travel Document Assistant	03
Office Employees' Service	01

Function of the Information Technology Division, basically, is to facilitate unhindered maintenance of existing software and hardware and to improve information system in the department by introducing new methodologies facilitating provision of maximum public service while optimizing cost of the government.

Another function of this Division is to supervise proper updating of service agreements with outsourcing institutions that provide services related to the computer system of the department and monitoring the same.

Information Technology Division is also engaged in performing following special functions in addition to playing the basic role above mentioned.

#### **1. Special functions performed by the Information Technology Division.**

- Enhancing the productivity of service through identified improvements for 5 existing computer software modules while being sensitive for public requirements.
- Designing a new web site for the Department.
- Upgrading the existing hardware and software system with a view to rendering a better service by purchasing new computer items.
- Updating of information on air passengers as per Court Orders and taking necessary actions for blacklisting of passports, if required.

#### **2. Stolen and Lost Travel Document Unit (SLTD)**

Information provided by the police stations on stolen or lost travel documents are transmitted to the Department through National Central Bureau (NCB) or directly by Foreign Missions (SLDM). Then, they are investigated, passports invalidated disabling their further use and dispatched to the INTERPOL. Arrangements have been made to prevent any other person travelling overseas using such a passport and the basic objective of the Stolen or Lost Travel Document system is to prevent occurrence of such unlawful activities. 10266 Passports have been sent to the Department by National Central Bureau and Foreign Missions and 2049 passports have been sent to the INTERPOL data base during the period from 01.01.2018 up to 31.12.2018.

### 3. Integrated Enquiry Management System. (IEMS)

The Integrated Enquiry Management System was established to provide information and statistics related to Immigration and Emigration. Foreign Diplomatic Consular Missions in Sri Lanka maintain direct relations with this Division and activities with regard to the verification of the accuracy of passport information are also carried out by this Division before issuing visa, when required. Replies have been made to 1713 inquires by the Department during the period from 01.01.2018 to 31.12.2018.

No. of letters forwarded having confirmed the accuracy of passports during the period of last five years.

	<b>Institution</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>
01	Embassy of German	469	222	100	21	8
02	Embassy of France	88	104	86	29	166
03	Embassy of Norway	86	161	16	7	10
04	Embassy of Switzerland	302	384	336	253	102
05	Embassy of USA	359	86	69	23	22
06	Embassy of Italy	15	23	9	21	1
07	High Commission Australia	104	42	137	197	119
08	High Commission of Canada	133	52	17	99	116
09	High Commission of United Kingdom	183	182	169	406	374
10	Embassy of Netherland	3	1	2	0	0
11	Embassy of Thailand	0	5	2	1	1
12	Embassy of Japan	0	0	0	0	0
13	Office of Assistant High Commissioner of India	2	1	0	0	0
14	Sri Lankan High Commission in England	872	911	955	661	690
15	High Commission of Sri Lanka in new Delhi	0	0	0	0	0
16	Financial Intelligence Unit of Central Bank of Sri Lanka	5	11	23	16	102
17	Ministry of Foreign Affairs	9	4	4	2	0
18	Department of Census and Statistics	0	0	7	0	2
	<b>Total</b>	<b>2630</b>	<b>2189</b>	<b>1932</b>	<b>1736</b>	<b>1713</b>

### 04. Re- Admission Case Management System (RCMS)

After confirmation of Sri Lankan citizenship of Sri Lankans deported from foreign countries through embassies in each such country, relevant data and information are referred to this Department through computer system. It is recommended to issue a Temporary Travel Document after confirmation of Sri Lankan citizenship ultimately by the use of passport data in the Department and data in the Department of Registration of Persons through the computer system.

As such, particulars of Temporary Travel Documents issued by the Sri Lankan Embassies during the period of past five years are as follows.



Country	No. of temporary travel documents issued by Sri Lankan embassies.				
	2014	2015	2016	2017	2018
<b>Australia</b>	122	This system was not operated.	223	271	299
<b>Austria</b>	2		0	0	1
<b>Belgian</b>	3		0	3	3
<b>Canada</b>	39		25	31	33
<b>France</b>	32		34	56	54
<b>German</b>	0		12	27	23
<b>Indonesia</b>	31		0	0	0
<b>Italy</b>	3		1	0	6
<b>Japan</b>	24		55	20	28
<b>Korea</b>	13		0	0	0
<b>Malaysia</b>	0		0	0	0
<b>Netherland</b>	3		2	5	7
<b>Norway</b>	3		2	6	4
<b>Philippine</b>	0		0	0	0
<b>Poland</b>	5		3	55	10
<b>Republics of Russian</b>	3		5	0	16
<b>Sweden</b>	8		17	11	5
<b>Switzerland</b>	6		24	59	83
<b>Thailand</b>	2		0	0	0
<b>Turkey</b>	0		25	57	54
<b>Great Britain</b>	99	104	176	112	
<b>United Kingdom</b>	5	2	17	21	
<b>*Sri Lanka</b>	0	0	0	6	
<b>Total</b>	<b>403</b>	<b>-</b>	<b>534</b>	<b>794</b>	<b>765</b>

\*These data were inserted in to the system by the Ministry of Foreign Affairs with regard to the late applications and the applications received from the countries where Over Missions are not available.

### Special activities performed during the year 2018.

1. Updating the main data base (server) as Hyper Converge Infrastructure.

The main database of the Department of Immigration and Emigration was set up in year 2012 and it has already expired. Accordingly, this project will update the database with an Intel Processor using the latest VM Technology. Under this project, it is expected;

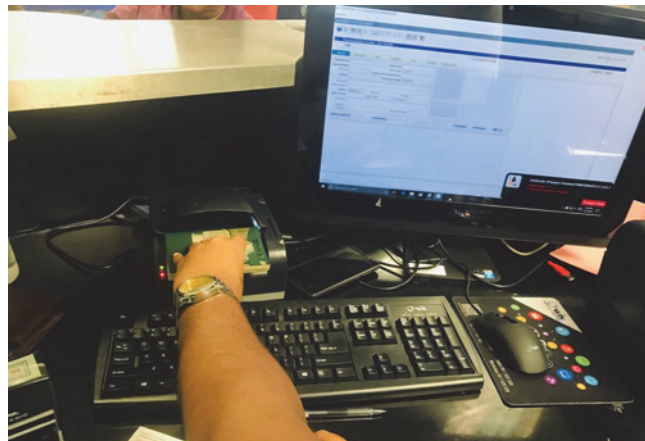
- i. To update IBM power server 2012 system by Intel Hyper Converge Infrastructure 2018.
- ii. VM Technology improves system storage space.
- iii. Since current database (server) has not been updated, it is expected to provide database system facility required for ensuring a smooth implementation of software with technical issues.



## 2. Purchasing of passport scanners for immigration counters at Bandaranaike International Airport.

New passport scanners have to be set up due to technical errors and expiration of warranty period of passport scanners currently used for the discharge of duties at Immigration Border Counters, at Bandaranaike International Airport, Katunayake. It is expected to purchase passport scanners that are enable to read chips of e – passports and MRZ passports under this project. Through this project it is expected to,

- i. Set up new passport scanners that are enable to read chips of e-passports and MRZ passports for the discharge of duties at Immigration border counters at Bandaranaike International Airport, Katunayake.
- ii. To enhance the efficiency and effectiveness of Border Control Process.





### 3. On line Visa extension – stage I and II

It is expected to introduce on line visa extension for foreigners who arrive in Sri Lanka with valid visa. Accordingly it is also expected to;

- i. Encourage the foreigners to visit different places in Sri Lanka by reducing the waiting time at the Department of Immigration and Emigration.
- ii. Minimize the number of foreigners who stay in Sri Lanka without valid visa.
- iii. Enhance the efficiency and effectiveness of the Department of Immigration and Emigration by reducing the time taken for issuance of visa.

### 04. Study visit to Georgia on the Readmission Case Management System

Working towards development of an improved Readmission Case Management System (RCMS) in Sri Lanka, a study visit was conducted from 5<sup>th</sup> to 7<sup>th</sup> August 2018 to observe the system operating in Georgia. With the aim to enhance the Sri Lankan readmission application process and introduce greater transparency and accountability, the tour focused on observation and discussion of the technical design, workflows, associated technologies, security and design features. The Sri Lanka delegation comprised the IT design Consultant of the Department of Immigration and Emigration, Dr. Chathura de Silva, Assistant Controller IT of the Department of Immigration and Emigration, Mr. Thushara Ruparathne, and an IOM Project staff member, Ms. Dinithi Wijesundara. Meetings were held with the EURCAP IT specialist and the Georgian system adviser who shared their expertise and experience on the functions of the RCMS system. During the tour it became apparent to the delegation that the system in Georgia is already similar to the system in Sri Lanka. As a result, and as agreed with EURCAP Brussels, the fully-fledged gap analysis report on



### **Functions expected to be performed during the year 2018**

#### 01. Travel Pattern analysis module –

It is expected to have a system that analysis the travel patterns based on the criteria such as Nationality, Age, and Gender etc. The system will allow an officer authorized by Controller General to generate comprehensive dynamic reports utilizing the data of this system. Reports that are generated can be used to share with other government Departments and it will lead to enhance the efficiency, productivity and management of Public Service.

## 02. Module for supervision of high risk persons -

If high risk persons in the list cross the border, only the Controller General will be alerted via e-mail/SMS. No other person will be notified or be aware of this. Hence, it can be used for national security as required.

## 03. Off line Clearances of passengers travelling in cruise vessels.

Currently ETA is granted free of charge to the travelers who arrive and depart from Sri Lanka in cruise vessels. Further, this tourist information is not cross checked with any of the undesirable individual lists (INTERPOL, SIS) maintained. Since reports of INTERPOL are checked later in this process; this may cause to threaten the security. Considering these facts, it is expected to carry out on board clearance by Immigration and Emigration Officers and technical groups at the port that the cruise vessels are finally cleared. This will be more secure and systematic and it is expected to earn an annual income of approximately 35 million dollars per year charging for ETA from cruise vessel passengers since the year 2020.

## 04. Document scanning and viewing facility for court orders CBL module

At present, the centralized Black listed system (CBL) is used for the management of blacklisted documents. Even though relevant court orders or police reports are entered in to the system there is no facility for scanning. Hence, necessary modifications have already been made to the system and it is expected to obtain scanners required for this system. Thereby, important documents will be easily scanned and retrieved. Functions of the Legal and Information Technology Divisions will also be more convenient.

## 05. On – line Electronic Travel Authorization (ETA) validation with state Intelligence Service (SIS) Agency.

At present, applications received for Electronic Travel Authorization are compared with “watch List”, “Black List” and documents maintained by the state Intelligence Services Agency and correct information received through e-mail are entered in to the data system through a manual process. Hence, the time taken for this process can be limited to between 24-48 hours through this online system. As a result, foreigners will receive ETA on time and this ensures the system security.

## 06. Introduction of Investigation module and provision of facilities for the registration of data at the Office of United Nations High Commissioner for Refugees.

It is possible for the proper management of investigation reports and details of detainees through the computerization of investigations, arrests and further Legal proceedings carried out by Immigration officers. Such information can be used for further investigation activities and security measures after analyzing the same. In case migrants who arrive in to the country through this system seek asylum status and have already registered at Office of the United Nations High Commissioner for Refugees, investigation activities can be carried out by entering such information to this module. It is possible to avoid the visa extension for undesirable persons by using this information for visa issuance process and removal of them from the country.

#### 07. On-line visa extension for Resident visa

At present, the applicants who want to extend their Resident visas need to go through a routine process flow which is followed at the visa counters at Head Office of the Department of Immigration and Emigration. Since Resident visa applicants remit foreign currency to the national economy, it is essential to encourage their stay in Sri Lanka. Hence, this on-line system will reduce the time taken to attend to processing and data entry of resident visa. It is also expected to manage the time of staff of the Department of Immigration and Emigration and the applicants as well through the introduction of this new system. Even though visa applicants should compulsorily come to the Department for an interview, such condition is imposed only for the purpose of verification of the person's identity.

#### 08. Statistical Report Generation and Dashboard Module-

Data of the Department of Immigration and Emigration is very important for the decision making process to determine the way forward in the country's economy. This information is important for the preparation of annual reports of Department of Census and Statistics, Central Bank etc. Hence, it is expected to introduce dash board module which can provide statistical information to existing data management system under this project.

#### 09. Software Modification to Info Border System.-

Modifications to major software modules in the Department of Immigration and Emigration are carried out from time to time in accordance with current requirements. This will further enhance system security and income of the country through providing a better service to the general public and also enhance the image of the government. This system will be able to initiate the most efficient and effective passport issuing system and establish a visa and Border Management.

#### 10. Establishment of Integrated Border Management System and Border Management Center.

It is expected to establish an Integrated Border Management System and Border Management Center for maintaining a more protective border management by taking decisions with regard to the most sensitive issues on national security in Border Management along with other relevant organizations. Apart from this, it is also expected to reduce the risk at border clearances and increase the productivity.

#### 11. Issuance of a Machine Readable Identity Card for holders of Dual Citizenship.-

The objective of this project is to issue of a Machine Readable Identity Card in addition to the Dual Citizenship certificate issued at present for the identification of Dual Citizenship holders. It is scheduled to issue a machine readable small plastic identity card as a solution to this issue since it is difficult to carry and submit a large size Dual Citizenship Certificate and as it is not possible to integrate it to a technically improved system when the Immigration and Emigration officers at the counters request the Dual Citizenship Certificate issued at present for the substantiation of the Dual Citizenship.

## **07. Accounts Division**

Accounts Division is functioned under the supervision of Chief Accountant. Members of staff in this Division are as follows.

### **Staff-2018**

<b>Post/ Service</b>	<b>Number</b>
Chief Accountant	01
Accountant (Revenue)	01
Accountant (Payments)	01
Administrative Officer (Finance)	01
Budget Assistant	01
Development Officer	04
Public Management Assistant	52
Office Employees' Service	03

### **Financial Management**

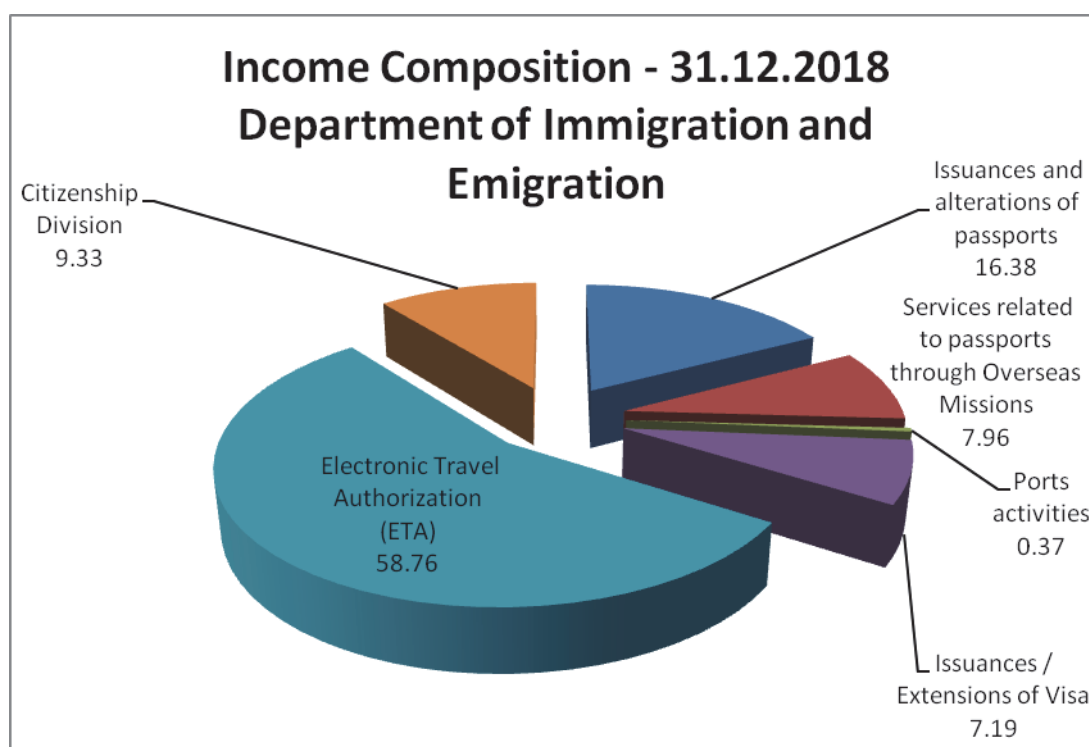
The major responsibility of Finance Division is the financial management of the Department of Immigration and Emigration. This Department is an income generating Department and management of income and expenditure , maintenance of public officers' advance account within the prescribed limits, preparation of annual / monthly reports of this Department in terms of Treasury circulars (annual budget estimate , annual revenue estimate , appropriation account , monthly income summaries) and submitting those reports to the Treasury on due date and direction of financial matters in accordance with Financial Regulations are also carried out by this Division.

### **Revenue targets and Progress**

The estimated total revenue target of the Department during the year 2018 amounted to Rs. 16,000 million and the total revenue earned in the year 2018 amounted to Rs. 17,260 million, which is a growth in Rs.1,260 million over the total revenue target for the year 2018. Growth is 7.88 % in revenue in view of the estimated revenue for the year 2018.

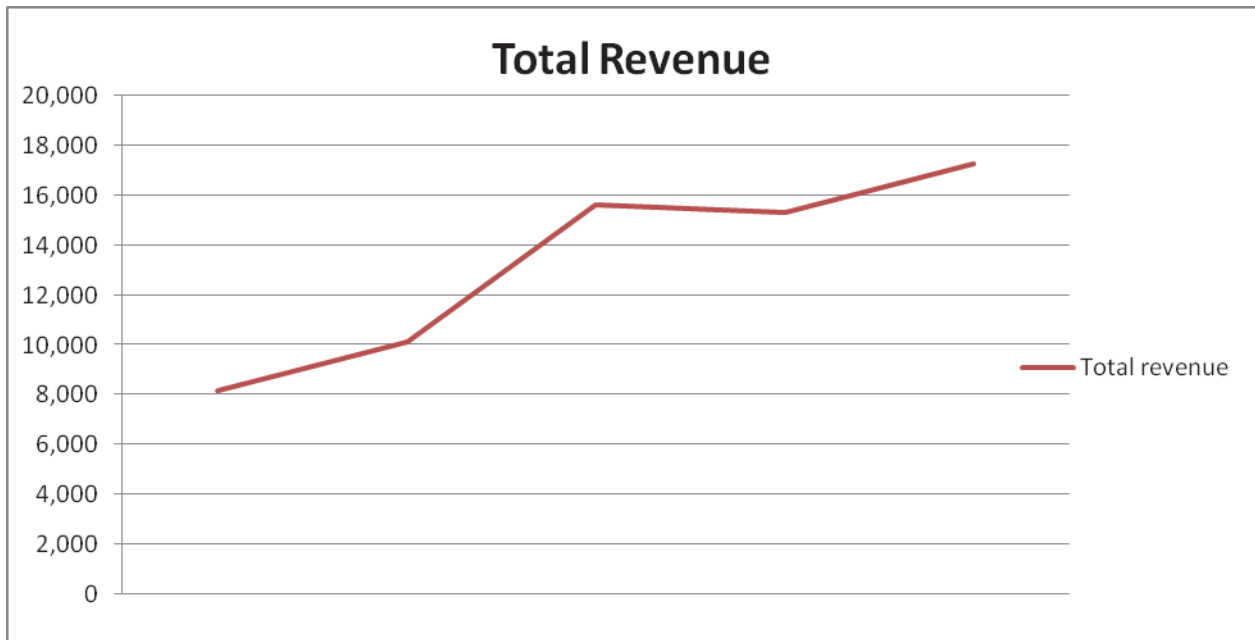
**Revenue earned by the Department through the major income sources during the year 2018 is as follows.**

Serial No	Main source of income	Sub source of income	Income (Rs.)
1	<b>Issuances and alterations of passports</b>		<b>2,827,558,600</b>
		(i) Issuance of passports under one day service	2,103,123,000
		(ii) Issuance of passports under ordinary service	694,066,000
		(iii) Alteration of passports	29,749,200
		(iv) Other	620,400
2	<b>Services related to passports through Overseas Missions</b>		<b>1,374,155,955</b>
3	<b>Ports activities</b>		<b>64,371,000</b>
4	<b>Issuances / Extensions of Visa</b>		<b>1,240,281,160</b>
		(i) Issuance of residence visa	799,491,471
		(ii) Issuance of tourist visa	311,570,855
		(iii) Extension of visa	129,218,834
		(iv) Other	-
5	<b>Electronic Travel Authorization (ETA)</b>		<b>10,142,914,555</b>
6	<b>Citizenship Division</b>		<b>1,610,608,260</b>
	<b>Total</b>		<b>17,259,889,530</b>



## Revenue Analysis 2014 – 2018

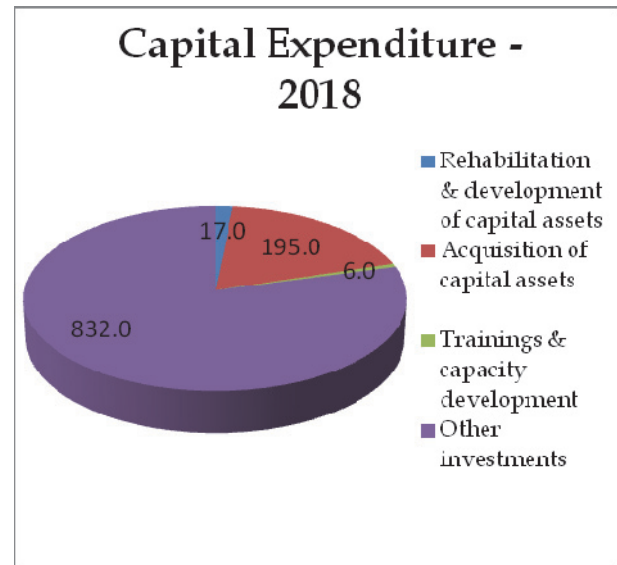
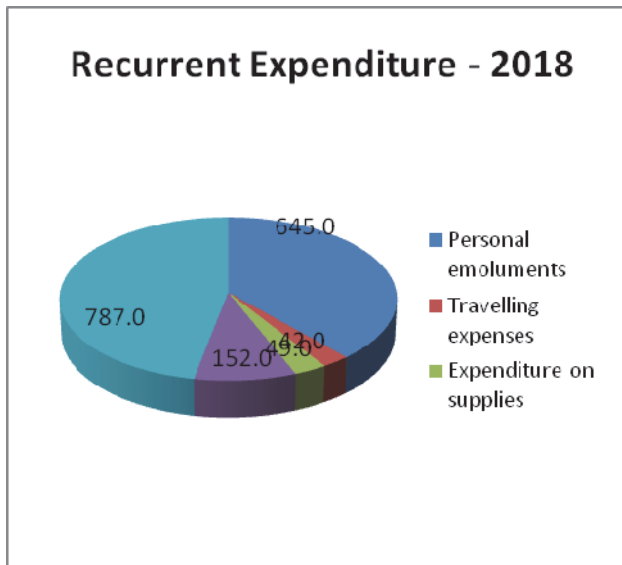
Year	Issuances and alterations of passports	Passports activities through Overseas Mission	Port	Issuances / Extensions of visa	ETA	Citizenship Division	Total Revenue
2014	2,133,548,087	1,064,296,091	72,488,000	800,098,823	4,034,041,937	46,423,010	8,150,895,948
2015	2,104,719,692	1,027,633,544	74,065,000	917,471,394	5,133,896,060	850,008,800	10,107,794,490
2016	2,599,994,181	1,235,650,754	65,763,000	1,041,235,094	7,810,353,777	2,873,651,440	15,626,648,246
2017	2,639,465,409	1,325,155,681	68,060,000	1,145,079,267	8,465,413,734	1,650,184,560	15,293,358,651
2018	2,827,558,600	1,374,155,955	64,371,000	1,240,281,160	10,142,914,555	1,610,608,260	17,259,889,530
<b>Total Revenue</b>	<b>12,305,285,969</b>	<b>6,026,892,025</b>	<b>344,747,000</b>	<b>5,144,165,738</b>	<b>35,586,620,063</b>	<b>7,030,876,070</b>	<b>66,438,586,865</b>



### Estimated Expenditure (Revised) and actual Expenditure during the year 2018

Estimated (revised) amount of provisions for the Departmental expenditure during the year 2018 amounted to Rs. 2786.93 million, Out of which Rs. 1,713.93 million was allocated for recurrent expenditure while a sum of Rs. 1073.00 million was allocated for capital expenditure. Total actual expenditure during the year 2018 amounted to Rs. 2,727.25 million out of which Rs. 1,675.48 million was allocated for the recurrent expenditure while Rs. 1051.77 million was allocated for the capital expenditure of the Department.

## Composition of Expenditure – 2018



## Financial Progress (Expenditure) - Year 2018

Classification of expenditure	Revised estimate – 2018 (Rs.)	Actual cost (Rs.)	Financial Progress (%)
<b>Recurrent expenditure</b>	1,713,928,000	1,675,480,879.68	98
Personal emoluments	646,100,000	645,262,684.87	99
Travelling expenses	42,300,000	41,659,227.69	98
Supplies	52,300,000	49,503,519.51	95
Maintenance expenses	171,900,000	152,537,309.89	89
Contractual services	789,398,000	774,593,061.99	98
Other recurrent expenditure	11,930,000	11,925,075.73	99
<b>Capital expenditure</b>	1,073,000,000	1,051,768,007.57	98
Rehabilitation and improvement of Capital assets	17,500,000	17,464,819.64	99
Acquisition of Capital assets	196,100,000	195,423,368.97	99
Training and Skills development	8,400,000	6,355,914.32	76
Other investments	851,000,000	832,523,904.64	98
<b>Total</b>	2,786,928,000	2,727,248,887.25	98



## **08. Internal Audit Division.**

Internal Audit Division is functioned under the supervision of Chief Internal Auditor.

### **Staff - 2018**

<b>Designation / Service</b>	<b>Number</b>
Chief Internal Auditor	01
Public Management Assistant	03
Office Employees' Service	01

### **Objectives**

- Participating in the system of internal control of the financial operations of the Department and carry out a continuous survey and an independent appraisal of such operations and the soundness and adequacy of the internal checks adopted in the prevention and detection of errors and frauds.
- To assist the Accounting officer and Progress Review Committee , in ascertaining the progress made on development works , projects and schemes and in the fulfillment of the plans and programmes laid down for or undertaken by the Department .
- To act where appropriate, as a liaison between those engaged in these tasks and the Head of Department and Progress Monitoring Committee.

### **Role**

- Ascertaining whether the system of internal check and control obtaining in the department for the prevention of errors and frauds is effective in design as well as in actual operation.
- Ascertaining the reliability of the accounting and other records and seeing that the accounting methods employed provide the information necessary for the participation of correct financial statements.
- Appraising the quality of performance of staff in carrying out the responsibilities assigned to them.
- Ascertaining the extent to which the department's assets are safeguard from losses of all kinds.
- Ascertaining whether the Establishments Code, Financial Regulations of Government and other supplementary instructions issued from time to time by the Ministry in charge of the subject of public Administration and by the Treasury are being followed.

- Ascertaining the effectiveness of the system of internal control adopted in preventing as well as detecting waste idle capacity and extravagance.
- Examining the accounting procedure of the department and its operations which have any financial implications and verifying the safety, economical and proper use of property and assets of the department.
- Inspecting and reporting on the operational functions of the department, from a managerial, as opposed to a technical or accounting point of view.
- Conducting an evaluation on progress of works, schemes and projects and how far their related programme and time tables are directed towards achieving targets.
- Conducting updated on -the -spot investigations on problematic areas causing delays in performance of duties.
- Appraisal and review of the controls adopted in the supervision of such operations.

### **Special functions performed during the year 2018.**

- Internal audit inspections at Galle Port and Kandy Regional Office.
- Submission of 09 internal audit reports
- Submission of audit with regard to the third quarter of 2018
- Conducting of 06 Audit and Management committee meetings for the year 2018.
- Conducting of 03 interim Audit and Management committee meetings for year 2018.
- Updating and maintenance of inventory documents and Issuance of a Departmental Circular 01/2017(I) on Annual Verification of Goods and Disposal of Goods.

### **Targets and progress during the year 2018**

- It was possible to finalize around 75% of work expected to be performed during the year 2018.

### **Functions expected to be performed during the year 2019.**

- Taking action according to the Audit plan.
- Issuing a circular on Controlling and Management of Government Vehicles.

## **09. Welfare Activities**

Welfare Association of the Department of Immigration and Emigration conducts various programmes for welfare of its members as well as their family members, the general public coming to receive services of the Department and the society outside. By these activities, the welfare Association intends to render a quality service to the general public by creating physically as well as mentally healthy and satisfied team of employees.

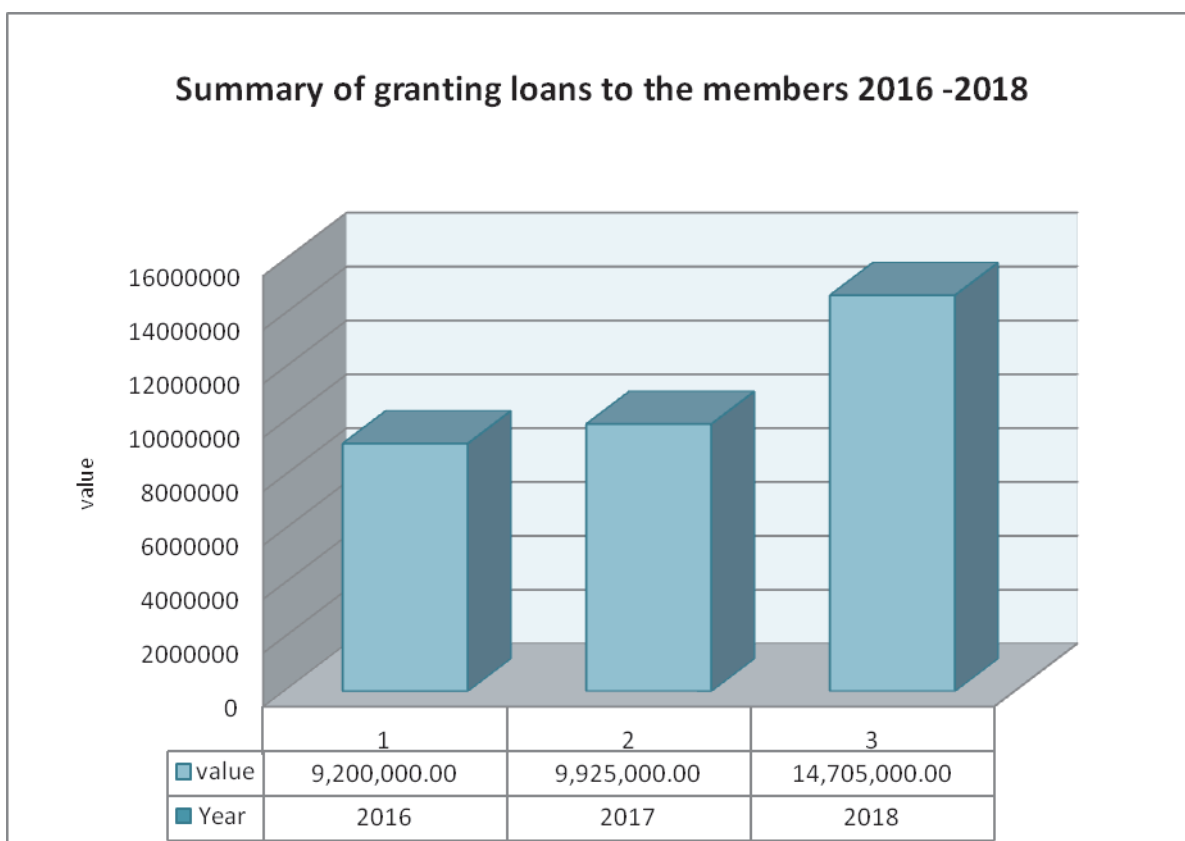
### **Functions performed by welfare Association during the year 2018.**

- (1) Awarding ceremony to appreciate the officers in the department who excellently performed their duties was held at the beginning of the every year and it was ceremoniously held in this year as well.
- (2) Action was taken to grant a gift valued at Rs.1500.00 for each member celebrating birthday in this year.
- (3) Offering sets of exercises books for the use of school children of members.
- (4) “Soorya mangalya” (Sinhala and Tamil New Year) was held ceremoniously at the Bud-dadasa ground, Battaramulla with the participation of staff and their family members. One of the highlights of the day was the selection of the “Avurudu Kumara and Kumariya” event.



(5) The concessionary loan of Rs.30, 000 granted to the members by the welfare association was increased up to Rs.50, 000.

<b>Summary of granting loans to the members.</b>			
<b>Month</b>	<b>Year</b>		
	<b>2018</b>	<b>2017</b>	<b>2016</b>
January	930,000.00	1,100,000.00	570,000.00
February	660,000.00	890,000.00	660,000.00
March	2,650,000.00	1,300,000.00	1,020,000.00
April	1,840,000.00	920,000.00	960,000.00
May	1,160,000.00	1,060,000.00	840,000.00
June	1,040,000.00	630,000.00	860,000.00
July	760,000.00	900,000.00	860,000.00
August	730,000.00	710,000.00	300,000.00
September	1,355,000.00	520,000.00	790,000.00
October	990,000.00	710,000.00	450,000.00
November	1,830,000.00	380,000.00	750,000.00
December	760,000.00	805,000.00	1,140,000.00
<b>Total</b>	<b>14,705,000.00</b>	<b>9,925,000.00</b>	<b>9,200,000.00</b>



- (6) Contribution given to light up and decorate “Suhurupaya” building for vesak celebration, A colourful vesak lantern was created opposite“ suhurupaya” and a colourful and elegant vesak lanterns was also displayed, in vesak zone at Denzil Kobbekaduwa Mawatha, organized by United Urban Community Development Forum, representing the Department.



- (7) Conducting a singing competition in association with China Radio International – Sinhala Service in order to enhance the entertainment of the staff and taking action to broadcast the competition for several weeks.
- (8) A sum of Rs.359, 657.00 was spent to purchase books to the library of the welfare Association.
- (9) A free health camp was conducted to identify non communicable diseases in collaboration with the Non Communicable Diseases Unit of the Ministry of Health. Investigations were conducted to identify diabetes, high blood pressure, kidney diseases and cancers with the participation of specialist Medical Officers. A dental clinic was also conducted.
- (10) Six a side cricket tournament was conducted at BIA Ground Aewariwatta. T-Shirts were provided free of charge to all teams and cash prizes were awarded to winning teams along with champions Trophy.
- (11) Organizing a meditation programme for mental relief of the staff of the Department and their family members with the participation of Acharin G.Wijenayake, the Chief Cammatanacharin of Nisala International Meditation Center at Ududumbara, Kandy.





- (12) Cricket team of the Department participated in cricket tournament at Shalika ground, Narahenpita organized by State Services Cricket Association
- (13) Taking action to reserve zimantra indoor stadium on every Monday after office hours for the badminton practices of staff of the Department.
- (14) Organizing a badminton tournament for the staff of the Department and get the teams participated in State Services Badminton Tournament.
- (15) Fixing high quality water filters in order to provide purified drinking water to all our staff and providing mugs to all members.
- (16) Granting financial donations of Rs.10, 000 and Rs.25, 000 to retired members in addition to a plaque.
- (17) Fixing televisions for the benefit of customers.
- (18) Flower pots were placed in every floor of the Department in concurrence with the productivity promotion programme and 2 labourers are employed in every month for the proper maintenance of such flower pots.



- (19) Providing televisions, iron tables and home appliances for the convenience of the officers serving at Regional Offices, Rest Room complexes and offices at ports. Action has also been taken to provide them gas cylinders in every month.
- (20) “Piyasa” premises, the customer waiting area was renovated by obtaining the sponsorship of Private Sector with a view to fulfilling requirements of the general public.



- (21) Taking initiative to grant a gift to members for their marriage and every live child birth.
- (22) Providing modern equipments to the gym in order to improve the physical fitness of members.
- (23) Payments for funerals and incurring of transport cost for funerals

<b>Summary of payments for funerals</b>					
<b>Month</b>	<b>Year</b>				
	<b>2018</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>	<b>2014</b>
January	460,000.00	300,000.00	320,000.00	200,000.00	380,000.00
February	320,000.00	240,000.00	300,000.00	200,000.00	140,000.00
March	300,000.00	580,000.00	300,000.00	400,000.00	140,000.00
April	280,000.00	260,000.00	240,000.00	260,000.00	160,000.00
May	160,000.00	300,000.00	280,000.00	340,000.00	240,000.00
June	300,000.00	160,000.00	480,000.00	320,000.00	260,000.00
July	120,000.00	200,000.00	200,000.00	460,000.00	240,000.00
August	200,000.00	240,000.00	160,000.00	160,000.00	120,000.00
September	440,000.00	400,000.00	220,000.00	320,000.00	380,000.00
October	320,000.00	120,000.00	340,000.00	80,000.00	200,000.00
November	160,000.00	380,000.00	120,000.00	120,000.00	240,000.00
December	280,000.00	420,000.00	160,000.00	300,000.00	320,000.00
Total transport cost incurred for funerals during the year	115,180.00	226,662.00	317,390.00	301,818.00	451,593.00
Total cost incurred for funerals	<b>3,455,180.00</b>	<b>3,826,662.00</b>	<b>3,437,390.00</b>	<b>3,461,818.00</b>	<b>3,271,593.00</b>

- 24) Providing high Quality nutrient rich foods continuously by the cafeteria at a concessionary price for the well being of all members.
- 25) Providing transport facilities for weddings and funerals considering the convenience of members.
- 26) Organizing special sales outlets to purchase food items, electrical appliances and clothes at a concessionary price.
- 27) Granting financial donations for uplifting of life standard of members of our Department who are affected by floods and landslides.
- 28) The annually organized ‘Bilindu Hadata Naththalak’ (Heartily Christmas Celebration for children) programme was conducted to celebrate Christmas and food items, shoes, school items were offered for 50 children called from each parish. As in the previous years, carol Songs were presented by the Marians Music group led by Nalin Perera in this year as well. A number of children of the members of the Department participated in this celebration and they were also offered gifts.





- 29) Sets of exercises books which are offered annually to the school children of officers were also offered in this year.



- 30) Taking measures to broadcast lectures related to enhance the cultural and environmental knowledge of the staff as well as clients on every Thursday morning through public address system. Mr.Padmaperuma, lecturer of the University of Colombo participates in this programme as a Resource Person.
- 31) All staff of the Department were provided lunch at the end of the year 2018. Accordingly, all staff attached to the Head office, Airports and Harbours were also provided lunch.
- 32) Welfare Association won the first place from the productivity competition (among the Divisions of the Department) which was conducted concurrently to the National Productivity Programme.

## Seva Piyasa

Approximately 5000 persons arrive in the Department daily to obtain miscellaneous services provided by the Department including the service of providing passports and a place named 'seva piyasa' has been arranged in an elegant way along with all facilities at the ground floor of the building which is very close to the Head Office in order to allow the persons, who accompany with customers, to stay until the service requirements of such customers are satisfied. At this place, the general public is provided with the necessary guidance to fulfill their service requirements such as issuing and filling applications and provision of facilities for taking photographs, photocopies, courier services and other necessary facilities such as telephone, banks, and short eats are provided to the public at this place.

