

RESTRICTED

ABSTRACT

1. Administration is a very important part in an organization to guarantee a high level of productivity and efficiency which enables the organization to run smoothly. Same as other organizations, administration assumes a crucial role in military forces as well. The Sri Lanka Army keeps up a unique administrative framework in order to fulfil the operational and non-operational requirements of the Army itself as well as of the Government of Sri Lanka.

2. Subsequent to the end of the war, the Sri Lankan Armed force started its transformation noticeably to become a peace time army. Subsequently, a few specialized technical advancements were introduced to the Army with the intention of incorporating modern innovations with the routine administrative duties thus increasing the importance of the technical skills of soldiers to meet the prerequisites of the modern working environment. But the observations made by the Auditor General's Department and the Directorate of Internal Audit of the Sri Lanka Army reveals that the administrative practices of the infantry battalions have still not reached the desired professional standards.

3. Hence the objective of this study is to evaluate the knowledge and skills of the infantrymen of the Sri Lanka Army on administrative practices to empower them with the necessary skills and knowledge to achieve the required professional standards. The research was based on the infantrymen who perform administrative duties in infantry battalions.

4. Data was collected from randomly selected 242 Non-Commissioned Officers and 47 Senior Non-Commissioned Officers through the questionnaires and the responses were statistically analysed to achieve the research objectives.