



# Action Plan 2023

**Department of Information Technology Management**  
**Ministry of Finance, Economic Stabilization & National Policies**

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## **Vision**

Digitalized treasury management system for the economic development of the country

## **Mission**

Coordinate and facilitate digitalized transformation of treasury management to assist decision making on designing, implementing, executing, monitoring and evaluating of treasury functions

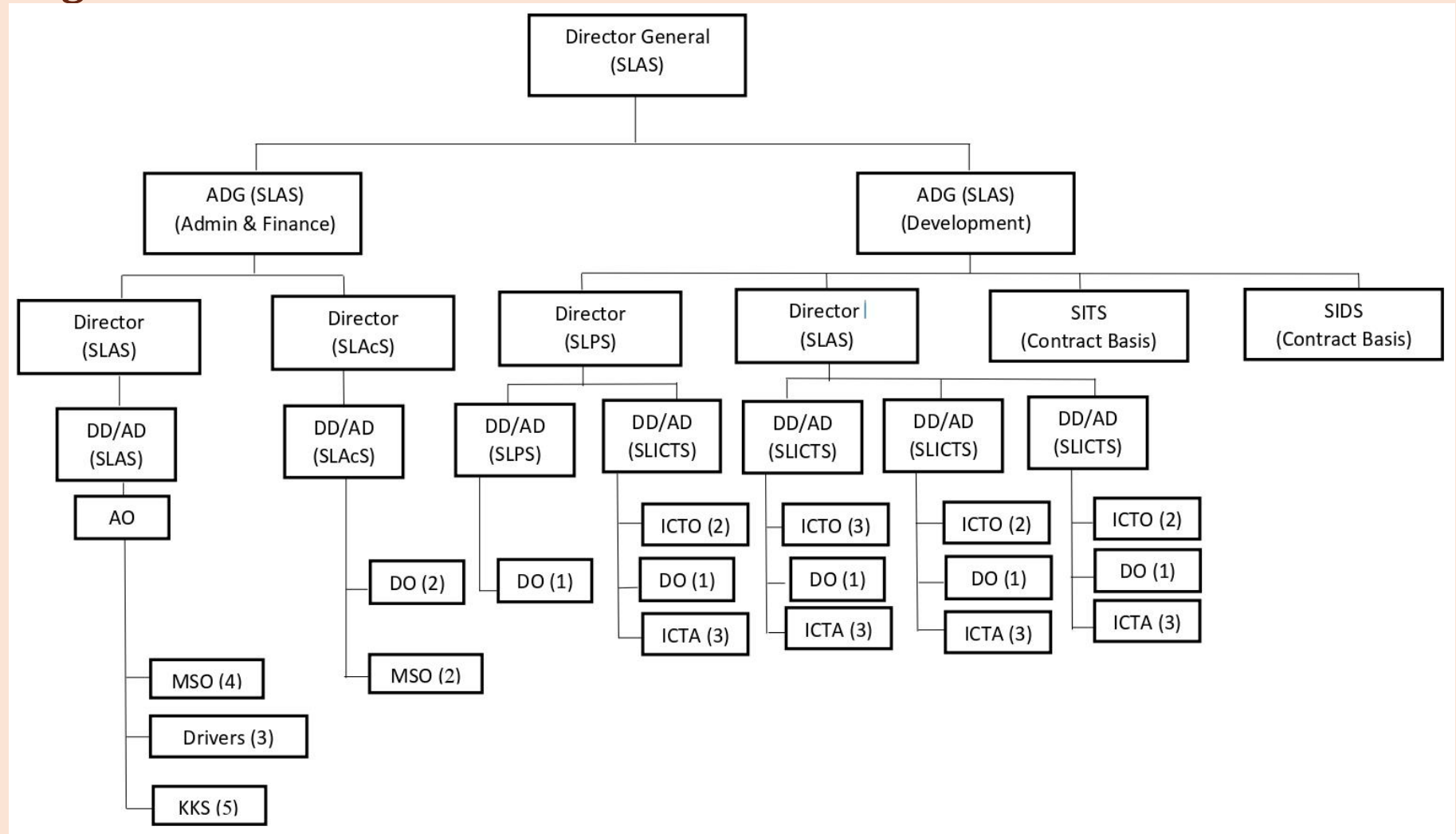
## **Strategic Objectives**

- To coordinate ICT activities for achieving the e-government concept
- To create and deploy effective digital communication channels for a paperless environment
- To facilitate information system developments, hardware and infrastructure maintenance
- To provide access to the treasury information for general public and government institutions through web-portal

## Core responsibilities

- Implement the IT policy of the Ministry of Finance
- Ensure efficient usage of ICT resources by providing maintenance support.
- Enhance capacity of communication network
- Capacity development of staff on ICT
- Designing, developing, implementing and maintaining IT systems
- Coordinate with ICTA for National Level ICT activities
- Ensure cyber security for information systems
- Provide timely updated treasury information

# Organization Structure



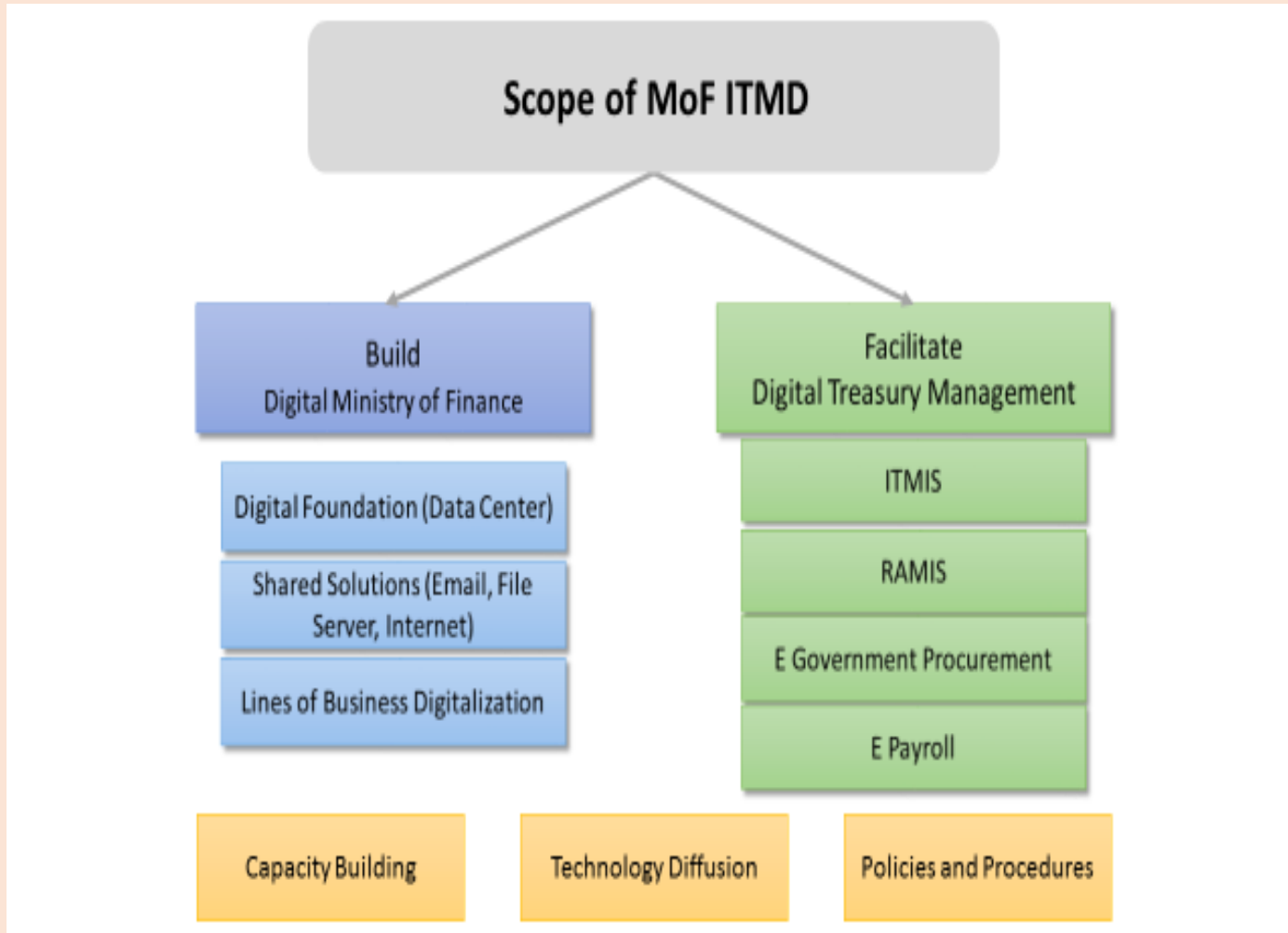
## Cadre Details as at 15.12.2022

S No	Designation	Service	Grade/ Class	Salary Code	Service Level	Approved Cadre	Existing Cadre	Vacant Carder	Excess Carder
1	Director General	SLAS	Special	SL3	Senior	1	1	0	0
2	Additional Director General	SLAS	Special	SL3	Senior	2	2	0	0
3	Director	SLAS	I	SL1	Senior	2	1	1	0
4	Director	SLPS	I	SL1	Senior	1	0	1	0
5	Director	SLAcS	I	SL1	Senior	1	1	0	0
6	Deputy/Assistant Director	SLAS	II/III	SL1	Senior	1	1	0	0
7	Deputy/Assistant Director	SLPS	II/III	SL1	Senior	1	1	0	0
8	Deputy/Assistant Director	SLAcS	II/III	SL1	Senior	1	0	1	0
9	Deputy/Assistant Director	SLICTS	II/III	SL1	Senior	4	4	0	0
10	Administrative Officer	MSOS	Supra Grade	MN7	Tertiary	1	1	0	0
8	ICT Officer	SLICTS	2-II/I	MN6	Tertiary	9	8	1	0
9	Development Officer	DOS	III/II/I	MN4	Secondary	7	9	0	2
10	ICT Assistant	SLICTS	3-III/II/I	MT1	Secondary	12	5	7	0
11	Management Service Officer	MSOS	III/II/I	MN2	Secondary	6	6	0	0
12	Drivers	DS	III/II/I/Special	PL3	Primary	3	3	0	0
13	KKS	OES	III/II/I/Special	PL1	Primary	5	4	1	0
14	Senior Information Technology Specialist - System Development				Contract	1	1	0	0
15	Senior Infrastructure Development Specialist				Contract	1	1	0	0
<b>Total</b>						<b>59</b>	<b>49</b>	<b>12</b>	<b>2</b>
16	Statistical Officer	Attached	I/II	MN5	Tertiary	0	1	0	1

**Permanent Carder Positions as at 15.12.2022**

<b>Service Level</b>	<b>Approved Cadre Permanent</b>	<b>Existing Cadre Permanent</b>	<b>Vacant Carder Permanent</b>	<b>Excess Carder</b>
<b>Senior</b>	14	11	03	00
<b>Tertiary</b>	10	09	01	00
<b>Secondary</b>	25	20	07	02
<b>Primary</b>	08	07	01	00
<b>Other</b>	02	02	00	00
<b>Total</b>	<b>59</b>	<b>49</b>	<b>12</b>	<b>02</b>

# Scope of ITMD





# Activity Plan

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
				Q1	Q2	Q3	Q4			
Provided uninterrupted digital working environment	To provide efficient and reliable communication through the MoF network	1	<b>Upgrade, Maintain &amp; Monitor IT infrastructure in the Ministry of Finance Premises</b>						ICTO,DO, SO, DO	DG, ADG, D, DD(ICT), AD(ICT)
			Continuous technical support throughout the year (Servers, Firewall, Switches, Routers and Network)					No. of solved incidents		
			Monitoring and managing Leased line and 4 ADSL routers at NOC					Provided proper communication facilities		
			Troubleshooting other ADSL routers (around 30) within the Ministry							
			Creation and monitoring of LGN user accounts for MOF officials					No. of user accounts created and monitored		
	To support IT related services	2	<b>Hardware Maintenance of Ministry of Finance</b>						ICTO, DO, ICTA	DG, ADG, D,DD(ICT), AD(ICT)
			Maintain around 1,200 computers and 615 printers with other connected devices in order to provide uninterrupted service delivery							
			<ul style="list-style-type: none"> <li>Onsite computer repairing &amp; troubleshooting</li> </ul>					No. of completed incidents		
			<ul style="list-style-type: none"> <li>Technical support on major problems and new purchasing of IT related equipment</li> </ul>					No. of completed incidents		
		Software installation, updating and uninstalling unnecessary Software (OS, Applications, Virus guard, Drivers)					No. of completed incidents			
Ensure proper HR & salary management system	Centralized system for HR Management and processing salary	3	<b>Expand Payroll System</b>					ICTO, DO, ICTA	DG, ADG, D, DD(IT)	
			Continuous infrastructure maintenance after live run							No. of infrastructure issues addressed

Goal	Area of Responsibility		Activities	Timeline	Outputs	Responsible Person	Supervision		
Enhanced transparency and awareness on treasury activities	Provide updated treasury information	<b>4</b>	<b>Updating contents of the Treasury website</b>						
			Periodically update circulars, gazettes, news and other information				No. of updates done	ICTO, SO, ICTA	DG, ADG, D, AD(ICT)
			Coordination of web coordinators of treasury departments				Regular coordination		
			Monitoring the contents of the web site and maintaining backups				Ensuring regular monitoring and backups		
	Enhance the quality of website	<b>5</b>	<b>Enhancements to the MOF web portal</b>						
			Identification/ Gathering of new requirements				Completed requirement gathering	ICTO, SO, ICTA	DG, ADG, D, AD(ICT)
			Designing, Developing and QA Testing for newly added features				Availability of reliable web pages		
	Implementation of new features				Availability of completed web site				
Creating Paperless office environment	Improve internal e-communication	<b>6</b>	<b>Monitoring and maintaining Treasury Intranet</b>						
			Facilitate the intranet for internal communication within MoF				No of facilitations made	ICTO, SO, ICTA	DG, ADG, D, AD(ICT)
			Make necessary updates/ changes when required				No of updates/ changes made		
	Facilitation for Active Directories and official e-mails for efficient, reliable and proper communication	<b>7</b>	<b>Co-ordinate e- mail system (Outlook ) for efficient official communication</b>						
			Create Active Directories and e-mail accounts / groups according to the requirements				No. of Active Directories created No. of e-mail accounts /groups created	ICTO, ICTA	DG, ADG, D, AD(ICT)
		Monitoring and maintaining the e-mail system				Availability of uninterrupted service			

Goal	Area of Responsibility		Activities	Timeline	Outputs	Responsible Person	Supervision
Ensure e-Governance	Automate Treasury functions and improve e-Governance	8	<b>System Development / Facilitate for System Implementation</b>				
			Developing new systems for departments of MoF, as per their request			No. of systems developed as per requests	ICTO, ICTA, DO DG, ADG, D, DD, AD
			Facilitating and coordinating ongoing IT systems that are implemented under the Ministry of Finance			No. of meetings coordinated to facilitate for IT matters	
Enhanced Efficiency Service Delivery	Enhance Knowledge & skills of officials	9	<b>Conducting/ Managing Training Programs for internship trainees and Officials</b>				
			Conduct training programmes for internship trainees			No. of internship trainees trained	ICTO, ICTA, DO DG, ADG, D,DD
			Conduct training programmes for Officials in Treasury departments			No. of training programmes conducted	ICTO, ICTA, DO DG, ADG, D,DD
			Provide trainings to department staff			No. of officials participated for training programmes	ICTO, ICTA, MA DG, ADG, D,D(Admin), Accountant

# Imprest Requirement Plan

Expenditure Items with Expenditure Codes		Cash Requirements for the Approved Expenditure Plans												Total
		1 <sup>st</sup> Quarter			2 <sup>nd</sup> Quarter			3 <sup>rd</sup> Quarter			4 <sup>th</sup> Quarter			
		January	February	March	April	May	June	July	August	September	October	November	December	
I	Salaries and Allowance (1001 and 1003)	4,108	4,108	4,109	4,108	4,108	4,109	4,108	4,108	4,109	4,108	4,108	4,109	<b>49,300</b>
II	Other Allowances paid with salary (except object code 1003)	596	596	596	596	596	596	596	596	596	596	596	596	<b>7,152</b>
III	Overtime and Holiday Pay (1002)	41	41	43	41	41	43	41	41	43	41	41	43	<b>500</b>
IV	All Other Recurrent Expenditure	3,386	64,268	151,038	1,384	3,469	150,949	1,534	2,512	155,512	1,870	46,554	186,865	<b>769,341</b>
	<b>Total Recurrent</b>	<b>8,131</b>	<b>69,013</b>	<b>155,786</b>	<b>6,129</b>	<b>8,214</b>	<b>155,697</b>	<b>6,279</b>	<b>7,257</b>	<b>160,260</b>	<b>6,615</b>	<b>51,299</b>	<b>191,613</b>	<b>826,293</b>
V	Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-
	Other all Capital Expenses		300	600	50	700	50	85	50	50	75	20	20	<b>2,000</b>
VI	Public Officers Advance Account	172	303	302	640	360	365	100	100	100	208	175	175	<b>3,000</b>
VII	Deposit Accounts	273		38									405	<b>716</b>
VIII	Other Advance Accounts													
	<b>Grand Total</b>	<b>8,576</b>	<b>69,616</b>	<b>156,726</b>	<b>6,819</b>	<b>9,274</b>	<b>156,112</b>	<b>6,464</b>	<b>7,407</b>	<b>160,410</b>	<b>6,898</b>	<b>51,494</b>	<b>192,213</b>	<b>832,009</b>

# Procurement Plan

Department	Type of Procurement (Goods, Works, Equipment & Services etc.)	Estimate cost (Rs.)	Nos. of Item	Source of Financing/Name of the Donor	Procurement method (ICB/NCB/ and National Shopping etc.)	Level of Authority (CAPC, MPC, DPC etc.)	Priority Status U=Urgent P=Priority N=Normal	Current status of procurement preparedness activities	Scheduled date of commencement	Scheduled date of completion	Remarks
ITMD	<b><u>1201-Stationery and Office Requisites</u></b>										
	Stationery	500,000.00		11	Shopping	DPC	N	Proceeding quotations	1st week of January	4th week of Dec	
	Toner	500,000.00		11	Shopping	DPC	N	Proceeding quotations	1st week of January	4th week of Dec	
	-	1,000,000.00									
	<b><u>1302- Plant &amp; Machinery Maintenance</u></b>										
	<b><u>Service maintenance Agreement</u></b>										
	36 number of Lexmark Printers	2,200,000.00		11	Shopping	DPC	N	Proceeding quotations	1st week of May	3rd week of June	
	UPS & electrical items ( NOC and UPS Room)	4,000,000.00		11	Shopping	DPC	N	Proceeding quotations	1st week of August	2nd week of September	
	Automated Fire Suppression Systems	600,000.00		11	Shopping	DPC	P	Proceeding quotations	2nd week of November	3rd week of December	
	Backup Renewal and Archival Solutions	45,000,000.00		11	Shopping	DPC	P	Proceeding quotations	2nd week of October	3rd week of November	
Virtualized server and firewall	35,000,000.00		11	Shopping	DPC	P	Proceeding quotations	2nd week of October	04th week of November		

e-Payroll System Maintenance	1,000,000.00		11	Shopping	DPC	P	Proceeding quotations	1st week of January	4th week of January
	<b>87,800,000.00</b>								
<b>1409- Other (ITMIS)</b>									
Endpoint security software	60,000,000.00		11	NCB	DPC	P	Award the contract	1st week of January	01st week of Feb
-	60,000,000.00								
<b>2102 - Furniture &amp; Office Equipment's</b>									
Computer Chair with arm	500,000.00	20	11	Shopping	DPC	N	Proceeding quotations	1st week of February	2nd Week of March
-	500,000.00	-	-	-	-	-	-	-	-
<b>2103 -Plant Machinery and Equipment's</b>									
Hardware & Maintenance Tools	300,000.00	1	11	Shopping	DPC	N	Proceeding quotations	1st week of January	2nd week of Feb
Desktop Computer	700,000.00	2	11	Shopping	DPC	N	Proceeding quotations	3rd week of March	1st week of May
	<b>1,000,000.00</b>								
<b>2401- Capacity</b>									
Foreign & Local Training	500,000.00	1	11	Shopping	DPC	N	Proceeding quotations	1st week of July	4th week of August
	<b>500,000.00</b>								

# Internal Audit Plan

1	2	3	4				5	6
Serial Number	Activities for Audit Identified by Internal Audit on Risk evaluation	Risk Assessment (Reference Number)	Period for Perform Internal audit work				Number of Audit Reports Expected To be submitted	Manpower That can be Used for Internal Audit (Number of days)
			1 Quarter	2 Quarter	3 Quarter	4 Quarter		
1	Preparation of Preliminary Report		√				1	2
2	Chief Internal Auditors Quarterly Assessment Report & Progress Report		√	√	√	√	4	10
3	Conduct the Audit & Management Committee (AMC) Meeting		√	√	√	√	4	8
4	Upgrade, Maintain & Monitor IT Infrastructure in the Ministry of Finance Premises	1	√				1	7
5	Co – Ordinate e – mail system (Outlook) for efficient official Communication	7		√			1	7
6	Conducting/Managing Training Programs for Internship Trainees and Officials	9			√		1	7
7	Special assignments							