



ACTION PLAN 2019

DEPARTMENT OF MANAGEMENT SERVICES

GENERAL TREASURY

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Vision

To be the pioneer in Public Sector Cadre Management, Remuneration Management and Consultancy.

Mission

To provide the necessary management service assistance to the Public Sector Organizations to maintain an optimum cadre.

Objectives

- Identification and utilization of Human Resources in the Public Sector Sri Lanka, offered to overcome the global challenges.
- Identifying the changing trends and updating Human Resources Development Plans appropriately.
- Creation of a standardized recruitment procedures within the public institutional framework.
- Determination of salaries and allowances in complying with the National Wages Policy.
- Reviewing and Conducting Surveys on cadre in the Public Sector to maximize the performance of Public Service.

Overview

Department of Management Services which is under the purview of the Ministry of Finance and Mass Media, is the Regulatory Arm of the Sri Lankan Human Resources in the Public Sector.

Pursuant to the Cabinet decision taken dated 15th of August 2017, the responsibility of maintaining the database of the Public Sector cadre information indicating the changes that had taken place pertaining to Recruitments, Resignations, Vacation of Posts, Dismissals, Retirements and Deaths of Public Officers and forwarding the updated cadre information on at quarterly basis to the Cabinet of Ministers has been assigned to the Department of Management Services.

Public Sector is comprised of the Public Service, Statutory Boards, Corporations, Institutes and Authorities which are under the direct purview of the National Government, Provincial Councils and Authorities.

The total approved cadre in the Public Sector amounted as 1.5 mm approximately in 2017. Public Sector staff is listed under 20 categories, 181 titles and 38 salary codes categorized under 4 levels viz Primary, Secondary, Tertiary and Senior Level in the whole of the Public Sector.

It is expected, to achieve sustainable development objectives unique to Sri Lanka which can meet up to the global challenges by designing a human resource development plan for the generation of a whole set of high performing public servants who can meet up to the challenges and targets and to organize the existing human resources methodically in order to increase the efficiency and productivity of the Public Service.

Functions of the Department

- i. Introduction required cadre to the Public Sector.
- ii. Conducting cadre reviews to introduce new systems and methodologies through identification of optimum cadre requirement in line with the mission and the objectives of the public sector institutions.
- iii. Granting approval to create cadre and to fill the vacancies identifying the posts to be suppressed and revision to the cadre.
- iv. Approving cadre and deciding salary for the staff in the projects of the government.
- v. Approving recruitment procedures and promotional procedures for the public corporations, statutory boards and fully government owned companies.
- vi. Upgrading criteria and standards considering cadre requirement/ Upgrading criteria and standards for the government sector posts.
- vii. Identifying excess staff, deploying them effectively and submission of proposals for revision and termination of service.
- viii. Identifying the needs of improving the physical environment and the areas to be mechanized /automated, computerized and outsourced.
- ix. Studying/ Reviewing focused on the requirements for improvement of service minutes and service conditions.

- x. Examining and making recommendations after scrutinizing proposals of the Cabinet of Ministers on re-employment of retired officers in the public sector and appointment of Consultants.
- xi. Maintaining cadre information systems in Public Service and Provincial Public Service.
- xii. Conducting studies on recruitment policy, skills development training and planning of succession as well as assisting relevant authorities to implement such matters.
- xiii. Managing salaries and incentive schemes, welfare schemes and any other remuneration schemes in the public sector and conduct studies and give observations in relevant to retirement benefits of the public sector.
- xiv. Identifying duplication of functions in the Public Sector Institutions with the objective of restructuring and the sizing of the Public Institutions.
- xv. Providing consultancy services in relevant to institutional reviews, cadre management and salaries of the Provincial Councils and Local Authorities.
- xvi. Submission of updated cadre information report to the Cabinet quarterly.
- xvii. Preparing and Publishing of report on Public Sector Cadre annually.
- xviii. Preparing and Publishing of report on Public Sector Cadre including their Salaries and allowances annually.

Core activities of Action Plan: 2019

No	Core Activities
01.	Identification and preparation of criteria which are transparent, to approve cadre for the Departments.
02.	Cadre review of Local Authorities (Municipal Councils & Urban Councils)
03.	Cadre review of the Public Institutions.
04.	Issuing of Circulars in respect of Human Resources in Public Sector appropriately.
05.	Preparation of Schemes of Recruitment to the State Owned Enterprises.
06.	Submission of Observations on Cabinet Memorandums.
07.	Submission of Updated Cadre Reports of the Public Institutions to the Cabinet of Ministries on Quarterly Basis.
08.	Establish and Maintain Operational Administrative Framework to Enhance Efficiency And Productivity of the Department.

**01. Timeline - Identification and Preparation of Criteria which are Practical and Transparent
to Approve Cadre for Departments – 2019**

Steps/ Activities	Year 2019												Responsibility
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1 Conducting preliminary discussions with Stakeholders to identify criteria which are practical, in respect of optional utilization the human resources for selected Departments.	■	■											Director General / Additional Director General
2 Formulating criteria to determine optimum cadre.			■	■									Director General / Additional Director General
3 Conduct cadre review meetings.					■	■							Directors/ Assistant Directors
4 Collecting human resource information & prescribed reports.						■	■	■					Directors/ Assistant Directors
5 Analyzing of data & information on human resource utilization of all Departments.								■	■	■			Directors/ Assistant Directors
6 Proceed cadre review meetings for identified Departments.										■	■	■	Directors/ Assistant Directors
7 Submission of final reports.											■	■	Directors/ Assistant Directors
OUTPUT : Criteria for the Cadre approval for the Departments.													

**02. Timeline - Cadre Review of Local Authorities - 2019
(Municipal Councils & Urban Councils)**

	Steps/ Activities	Year 2019												Responsibility	
		Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.		
1	Conducting awareness meeting/ discussion on the cadre review – selected Local Authorities.														Director General/ Additional Director General/ Director/ Assistant Directors
2	Formulating criteria for determine cadre.														Director/ Assistant Director
3	Collecting information of Local Authorities.														Director/ Assistant Director
4	Analyzing of data.														Director/ Assistant Director
5	Cadre review of Local Authorities.														Director/ Assistant Director
6	Submission of final cadre reports of Local Authorities.														Director/ Assistant Director
OUTPUT: Recognized optimum cadre for Local Authorities.															

03. Timeline - Cadre Review of the Public Institutions - 2019

Steps/ Activities		Year 2019												Responsibility	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1	Identification of statutory institutions of which cadre should be approved throughout the year.														Directors/ Assistant Directors
2	Organizing discussions with the relevant Ministries, Departments and Statutory Institutions which the cadre should be reviewed.														Director General/ Additional Director General/Directors
3	Formulating criteria to determine optimum cadre for optimal utilization of Human Resources.														Directors/ Assistant Directors
4	Collecting human resource information and prescribed reports.														Assistant Directors
5	Analyzing of data and information on human resource utilization of all statutory institutions.														Directors/ Assistant Directors
6	Submission of cadre reports, Quarterly and Annually.														Directors/ Assistant Directors
OUTPUT : Capacity Development of the Human Resources of Public Institutions.															

04. Timeline - Issuing of circulars in respect of Human Resource in Public Sector appropriately. – 2019

Steps/ Activities		Year 2019												Responsibility	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1	Drafting circulars and Guideline. (when and where necessary)														Directors/ Assistant Directors
2	Circulate the drafts of Circulars among relevant authorities for their observations.														Directors/ Assistant Directors
3	Submit for approval of deputy Secretary to the Treasury/ Secretary to the Treasury / Cabinet.														Director General/ Additional Director General
4	Issuing of circulars														Director General
5	Upload the Circulars and guideline to the official website.														Assistant Director IT
OUTPUT : Maintain the Criteria for the Human Resource Management in Public Sector.															

05. Timeline - Preparation of Schemes Of Recruitment to the State Owned Enterprise. (SOEs)

Steps/ Activities	Year 2019												Responsibility	
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1 Conducting a meeting / discussion regarding the preparing SORs of SOEs.	█	█	█											Director General/ Additional Director General/ Directors/ Assistant Directors
2 Analyze the SOR of SOEs comparing the state sector SOR and Salary Structure.	█	█	█	█	█	█								Director General/ Additional Director General/ Directors/ Assistant Directors
3 Prepare the Guidelines appropriately to SOEs with the recommendations of Department of Public Enterprises.							█	█	█					Director General/ Additional Director General/ Directors/ Assistant Directors
4 Approving SORs of SOEs.										█				Director General
OUTPUT : Develop corporation for Nation Building between Government and Semi – Government sector.														

06. Timeline - Submission of Observations on Cabinet Memorandums – 2019

Steps/ Activities		Year 2019												Responsibility	
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1	Collecting relevant information on the Cabinet Memorandums and notes to the Cabinet.														Directors/ Assistant Directors
2	Discuss the propose observations with Deputy Secretary to the Treasury. / Secretary to the Treasury.														Director General /Additional Director General/Directors/ Assistant Directors
3	Prepare a draft observations.														Directors/ Assistant Directors
4	Submit observations for Hon. Minister’s signature.														Director General
OUTPUT : Provide adequate information for Hon. Minister of Finance and Mass Media.															

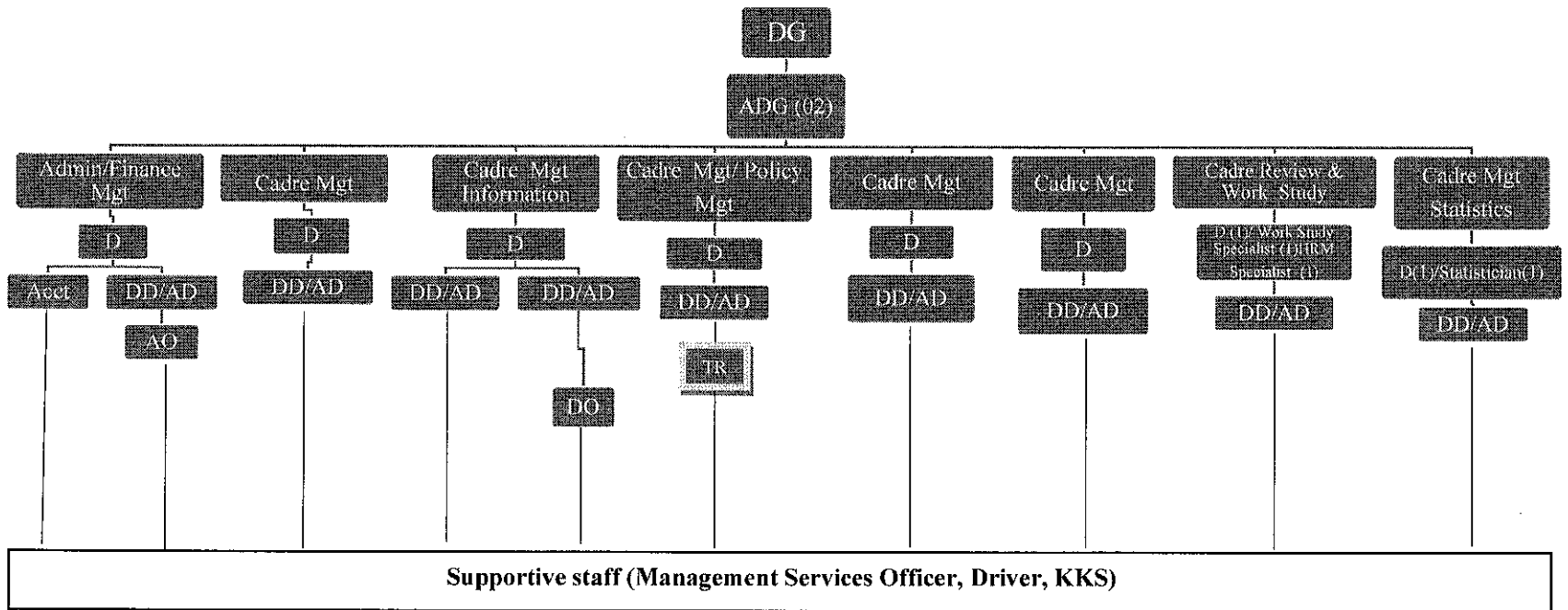
**07. Timeline - Submission of Updated Cadre Reports of the Public Institutions to the Cabinet
of Ministries on Quarterly Basis**

Steps/ Activities		Year 2019												Responsibility	
		Jan.	Feb.	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.	Nov.	Dec.		
1	Obtaining updated cadre information quarterly from all Public and state owned Enterprises														Director General/ Additional Director General/ Directors / Assistant Directors
2	Preparation of the relevant cadre reports and Cabinet Memorandum														Director General/ Additional Director General/ Director / Assistant Director
3	Submission of cadre Reports and Cabinet Memorandum to the Cabinet of Ministers														
OUTPUT: To Submit Cadre information Report for Cabinet															

08. Timeline - Mechanism and Maintain Operational Administrative Framework to Enhance Efficiency and Productivity of the Department. - 2019

Steps/ Activities		Year 2019												Responsibility
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
1	Conduct corporate management meetings monthly.	1	1	1	1	1	1	1	1	1	1	1	1	Director – Mr. R.K.Jayalath
2	Conduct Executive Committee Meetings monthly.	1	1	1	1	1	1	1	1	1	1	1	1	Asst. Director - Ms. S.L.M.Warnasooriya
3	Conduct Cluster Meetings monthly.	1	1	1	1	1	1	1	1	1	1	1	1	SMA (Senior Management Assistant)
4	Conduct all staff meetings once a quarter.	1			1			1			1			Administrative Officer
5	Conduct progress review meetings quarterly based on annual action plan.	1			1			1			1			Director – Mr. D.M.Rathnayaka
6	Issuance of internal circulars as necessity.													Director General / Additional Director General
7	Maintain General Administrative Procedures in accordance with Establishment Code, Penal Code and Government Circulars.													Director General / Additional Director General
8	Preparation for legal actions in connection with relevant matters.													Director General / Additional Director General
9	Give information as per the Right To Information. (RTI)													RTI Officer - Director Mr. A.J.S.S.Edirisuriya
OUTPUT : Ensure High Productive Work Force to achieve the objectives of the Department.														

Organizational Structure of Department of Management Services



DG – Director General

ADG – Additional Director General

D – Director

HRMS – Human Recourse Management Specialist

DD – Deputy Director

AD – Assistant Director

Acct – Accountant

AO – Administrative Officer

TR – Translator

DO – Development Officer

Cadre Information of the Department of Management

As at 30.06.2019

S/no	Designation	Approved Cadre	Existing Cadre	Vacancies
01	Director General	1	1	0
02	Additional Director General	2	1	1
03	Director	8	7	1
04	Human Resource Management Specialist	1	0	1
05	Work Study Specialist	1	0	1
06	Statistician	1	0	1
07	Deputy Director/Assistant Director	8	5	3
08	Accountant	1	0	1
09	Assistant Director ICT	1	1	0
10	Administrative Officer	1	1	0
11	Translator	1	0	1
12	Research Assistant	1	1	0
13	IT Assistant	1	1	0
14	Development Officer	6	6	0
15	Public Management Assistant	33	33	0
16	Driver	10	8	2
17	Office Employees' Service	8	7	1
Total		85	72	13

Financial Resources Allocated for Implementation of the Activity Plan – 2019

Category	Rs '000
Recurrent Expenditure	88,830
Capital Expenditure	7,300
Total	96,130

Procurement Plan – 2019

Department / Line Agency / Ministry	Type of Procurement (Goods, Works, Equipment & Services etc')	Estimated Cost (Rs. Mn.)2018	Source of Financing / Name of the Donor	Procurement method ICB, NCB and National Shopping etc.)	Level of Authority (CAPC, MPC, DPC, PPC ect.)	Priority Status U = Urgent P = Priority N= Normal	Current Status of Procurement Preparedness activities	Scheduled date of Commencement	Scheduled date of Completion	Remarks
Department Of Management Services	Works									
	Goods									
	Stationery and Office Requisites	3.5	Domestic Funds	Shopping	DPC	N	--	01.01.2019	30.11.2019	
	Furniture and Office Equipment	0.6	Do	Do	DPC	N	--	01.01.2019	30.11.2019	
	Related Services									
	Cleaning Service	0.7	Do	Do	DPC	N	--	01.02.2019	31.01.2020	
	Consultant Services									

BUDGET & TIME PLAN FOR PROCUREMENT PREPARATORY ACTIVITIES - YEAR 2019

Serial No.	Description	Quantity	Estimate Cost	Capital Exp. Code	Procurement Method	Program for completion of Activities		Remarks
						Start date	End Date	
			Rs.					
G1	Fax Machine	2	60,000.00	2102	Shopping	01.07.2019	30.11.2019	One machine has been discarded and other machine for usage of essential office needs in admin & accounts branches.
G2	Printer (Laser)	4	100,000.00	2102	Shopping	01.07.2019	30.11.2019	For using the essential Office needs
G3	Office Chair	5	50,000.00	2102	Shopping	01.07.2019	30.11.2019	For using the essential Office needs
G4	Photocopy Machine	1	390,000.00	2102	Shopping	01.07.2019	30.11.2019	For using the essential Office needs
			600,000.00					