



ACTION PLAN

2021

DEPARTMENT OF STATE ACCOUNTS

**Ministry of Finance
General Treasury
Colombo 01**

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01. About the Department

1.1 Our vision

To be the “Center for Excellence in Government Financial Information”.

1.2 Our Mission

Maintaining the centralized computer base financial information system as the apex body of preparing the consolidated financial statements of the Government to its all stakeholders and facilitate the Government Ministries and Departments with financial information for decision making.

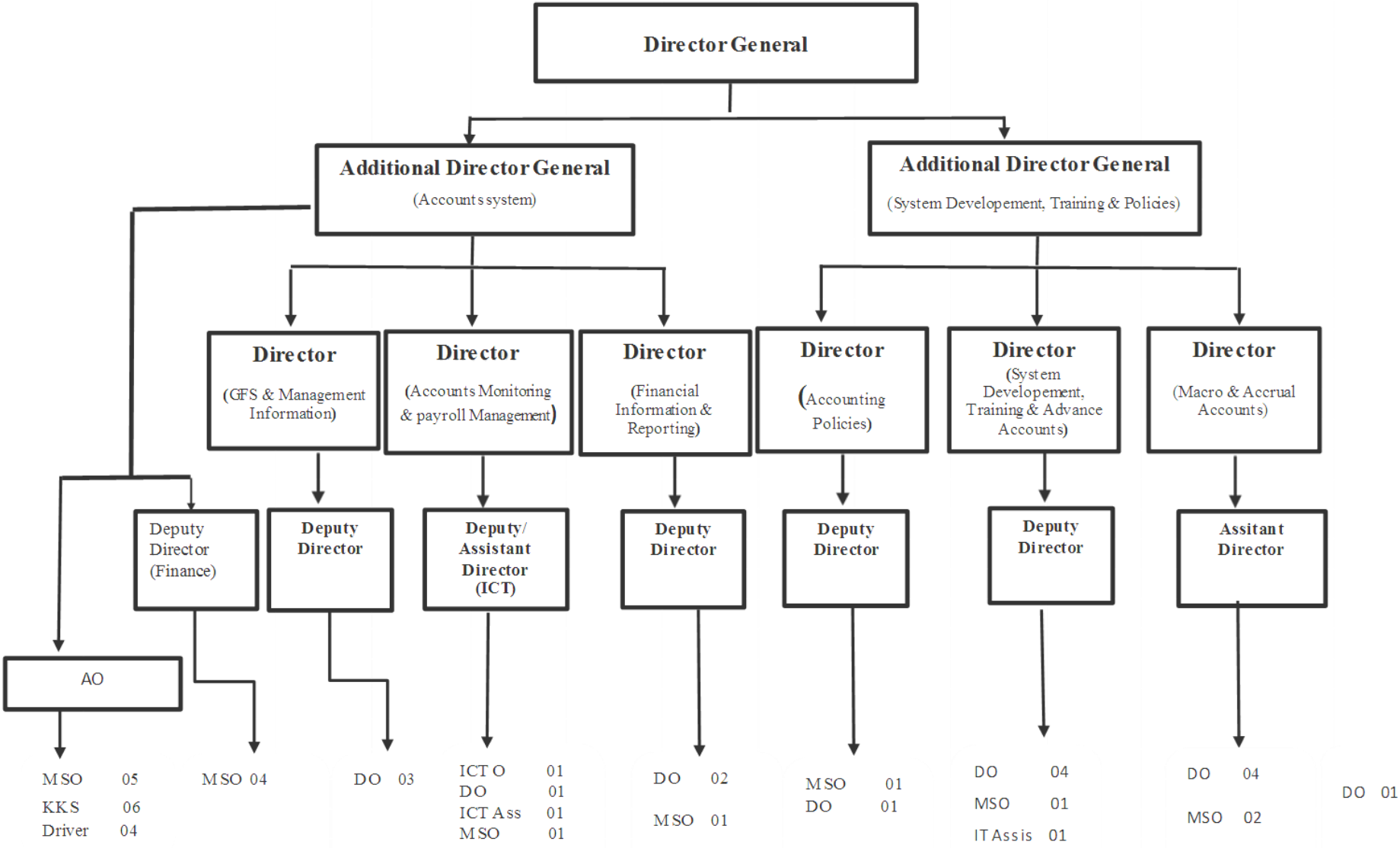
1.3 Policy

Provide comparable, comprehensive, integrated government financial information in a timely manner based on national & international standards & best practices.

1.4 Strategies

1. Developing and maintain an integrated financial information system for government ministries/departments and adopt new public sector accounting standards.
2. Update existing reporting system gradually by simplifying, integrating and modifying the system.
3. Develop knowledge building and knowledge sharing through awareness and participatory approach.
4. Develop linkages with national and international accounting bodies as a stakeholder to develop accounting best practices
5. Execute a human resource development plan to attract and retain right caliber human resources in the department
6. Formulate policies, guidelines, circulars to improve financial reporting of the government
7. Introduction and implementation of transparent financial information reporting system in order to perform Government Financial control formally and efficiently
8. Provide comparable, comprehensive, integrated government financial information in a timely manner based on national & international standards & best practices.

2.1 Organization Structure



2.2 Cadre details

	<u>Position</u>	<u>Salary Scale</u>	<u>Approved cadre</u>	<u>Existing Cadre</u>	<u>Vacant</u>
1	Director General	SL-3	01	01	-
2	Additional Director General	SL-3	02	02	-
3	Director	SL-1	06	05	01
4	Dy. / Asst. Directors (SLAcS)	SL-1	06	04	02
5	Asst. Director (ITC)	SL-1	01	-	01
6	Administrative Officer	MN-7	01	01	-
7	Information & Comm.Tech. Officer	MN-6	01	01	-
8	Development Officer	MN-4	16	15	01
9	Management Service Officer	MN-2	15	14	01
10	Information & Comm.Tech. Assistant	MT-1	02	02	-
11	Office Employee Assistant	PL-1	06	06	-
12	Driver	PL-3	04	02	02
	Total Cadre		61	53	08

03. Activity Plan for the Year 2021

Strategy No.	Proposed Activity	* Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1	1. Record financial transactions of all ministries and departments through Centralized Accounting System	2,492			623	1,246	1,869	2,492						Macro & Accrual Accounts Division	ADG
	1.1 Monthly updating annual budgetary allocation based on FR 66 transfer and additional allocation		01.01.2021	31.12.2021					25	50	75	100	No. of FR transfers and Additional allocation received.		
	1.2 Reconciliation and monitoring of expenditure and revenue information of ministries/ departments / special spending agencies		01.01.2021	31.12.2021					25	50	75	100	No. of reconciliations completed.		
	1.3 Open & Maintain Main Ledger Accounts		01.01.2021	31.12.2021					25	50	75	100	No. of Main Ledger Accounts opened.		
	1.4 Rectify accounting deficiencies / discrepancies in financial reporting data & provide necessary guidance to correct them		01.01.2021	31.12.2021					25	50	75	100	No. of rectified accounting deficiencies, No. of guidance to correct deficiencies.		
1	2. Upload accounting information for preparation of annual financial statements	2,492			623	1,246	1,869	2,492							
	2.1 Upload revenue, expenditure and main ledger account details of spending agencies to New CIGAS system.		01.01.2021	31.12.2021					100	-	-	-	Upload information according to State Accounts Circulars.		

Strategy No.	Proposed Activity	Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1,3, 6 &7	3. Prepare annual financial statements	2,493			623	1,246	1,869	2,493						Macro & Accrual Accounts Division	ADG
	3.1 Compilation & submission of Government Financial Statements to the Auditor General		01.01.2021	31.12.2021					100	-	-	-	Submission of Financial Statements according to Audit Act, No. 19 of 2018.		
	3.2 Submission of answers for the Audit Queries raised by Auditor General regarding Government Annual Financial Statements.		01.01.2021	31.12.2021					-	100	-	-	No. of Audit queries answered on time.		
	3.3 Provision of Audited Financial Statements and Auditor General's opinion to be included in Annual Report of the Ministry of Finance.		01.01.2021	31.12.2021					-	100	-	-	Provide information on time.		
	3.4 Analysis of Audited Annual Financial Statements of spending agencies		01.01.2021	31.12.2021					25	100	-	-	No. of corrective measures taken.		
	3.5 Formulate & issue policies, guidelines circulars in order to improve financial reporting standards of the country.		01.01.2021	31.12.2021					25	50	75	100	No. of policies, guidelines & circulars issue.		
	3.6 Provide required instructions and clarifications for accounting issues raised by Ministries/Department		01.01.2021	31.12.2021					On demand				No. of issues resolved.		

Strategy No.	Proposed Activity	Allocation (Rs.'000) *	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1,3, 6 &7	3.7 Prepare accumulated commitment and liability reports for Ministry/Department wise		01.01.2021	31.12.2021					100	-	-	-	No. of commitments & liability reports.	Macro & Accrual Accounts Division	ADG
	3.8 Periodically reconcile and make necessary adjustments to ensure that non-financial assets are properly accounted.		01.01.2021	31.12.2021					15	65	90	100	No. of reconciliations. No. of adjustments.		
4	4. Process of transforming Government Accounting System from Modified Cash basis to modified Accrual basis	15,000			3,750	7,500	11,250	15,000							
	4.1 Introduction and maintenance of interim accounting methodology by making necessary revisions to Sri Lanka Public Sector Accounting Standards under the programme of transition from modified cash basis to full accrual basis accounting.		01.01.2021	31.12.2021					25	50	75	100	No. of Sri Lanka Public Sector Accounting Standards (SLPSAS) revised.		
	4.1.2. Recognition, measurement & disclosure of movable non-financial assets.														
	4.1.2.1 Verify the accuracy and completeness of identification of movable non-financial assets.		10.01.2021	31.12.2021					10	25	40	75	No. of completed spending agencies. Value of completed assets.		
	4.1.3. Recognition, measurement & disclosure of Liabilities														

Strategy No.	Proposed Activity	Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by							
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4										
4	4.1.3.1 Recognition of liabilities and commitments		01.01.2021	31.12.2021					25	50	75	100	Value of commitments & liabilities.	Macro & Accrual Accounts Division	ADG							
	4.1.3.2 Rectify any issues arising from recognition and measurement of commitments and liabilities		01.01.2021	31.12.2021					25	50	75	100	No. of issues rectified.									
2, 6	4.1.4. Presentation of Financial Statements																					
	4.1.4.1 Preparation of Government Financial Statements		01.01.2021	31.12.2021					-	-	50	100	Preparation Financial Statement									
4	4.1.5. System Development & Training																					
	4.1.5.1 Propose necessary Development for (CIGAS) systems enabling interim framework		01.01.2021	31.12.2021					Throughout the year				No. of proposals									
	4.1.5.2 Prepare training strategies to train project team and end users about interim framework and computer literacy	01.01.2021	31.12.2021	25	50	75	100	No. of training programmes														
6	5. Assist to value and account Land & Buildings possessed by the Central Government	997			249	498	747	997						GFS & Management Information Division	Director							
	5.1 Co-ordination of the valuation process and the accounting process of lands and buildings		01.01.2021	31.12.2021	25	50	75	100	No. of valuation reports													
1	6. Assist to implement Government Finance Statistics Manual 2014	997			249	498	747	997														

Strategy No.	Proposed Activity	Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1	6.1 Classification of financial data in line with GFSM 2014 and compilation of Government Finance Statistics		01.01.2021	31.12.2021					25	50	75	100	Compilation of Budgetary central government GFS for the year 2016, 2017 and 2018 in line with 2014 manual	GFS & Management Information Division	Director
1	7. Maintain & Co-ordinate the Crown Agent Account	997			249	498	747	997							
	7.1 Operate Crown Agent account in order to procure goods on behalf of the government agencies.		01.01.2021	31.12.2021					25	50	75	100	No. of Indents opened		
1	8. Assisting Committee on Public Accounts (COPA)	997			249	498	747	997							
	8.1 Represent and assist committee on Public Accounts (COPA) and coordinate COPA matters		01.01.2021	31.12.2021					25	50	75	100	No. of COPA meetings attended		
7	9. Collecting and Reporting monthly data of provincial councils	996	01.01.2021	31.12.2021	249	498	747	996	25	50	75	100	Presenting Financial information of nine provincial councils for Financial statements of Central government		
2,7	10. Implementation of the New Payroll software. Provide recommendations for training & continuous development.	1,661			415	830	1,245	1,661						Accounts Monitoring & Payroll Management Division	Director
	10.1 Continuous development of new Payroll software in accordance with new initiatives and user feedback		01.01.2021	31.12.2021					25	50	75	100	No. of favorable feedbacks		

Strategy No.	Proposed Activity	Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
2,7	10.2 Rectification of all errors and shortcomings identified in the new Payroll software & parallel -run (within the MOF)		01.01.2021	31.12.2021					25	50	75	100	Error free Payroll System/ minimize errors	Accounts Monitoring & Payroll Management Division	Director
	10.3 Parallel running with GPS		01.01.2021	31.12.2021					25	50	75	100	No. of differences		
	10.4 Maintain a Helpdesk to assist e -Payroll users		01.01.2021	31.12.2021					25	50	75	100	No. of assistants/helps		
2,7	11. Implement GPS Payroll software	1,661			415	830	1,245	1,661							
	11.1 Issue a soft copy of GPS software at the request of Ministries / Departments & other Institutions		01.01.2021	31.12.2021	25	50	75	100	No. of soft copies of CDs' issued						
	11.2 Provide technical advice on issues related to the use of GPS payroll software		01.01.2021	31.12.2021	25	50	75	100	No. of issues solved						
6,7	12. Reconciliation of Deposit Accounts	1,662			415	831	1,246	1,662							Director /DD
	12.1 Monitoring of deposit Account Reconciliation Statements and Age Analysis Reports as at 31 st December from Ministries/ Departments & other Institutions		01.01.2021	31.12.2021	-	50	80	100	No. of correct deposit account balances in departmental books and treasury books						
	12.2 Opening of new deposit accounts		01.01.2021	31.12.2021	25	50	75	100	No. of new deposit accounts						
	12.3 Closure of old deposit accounts at the request of relevant Ministries /Departments & other Institutions		01.01.2021	31.12.2021	25	50	75	100	No. of closed dormant accounts						

Strategy No.	Proposed Activity	Allocation * (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
2, 6 & 7	13. Provide guidance and technical support to monitor Central Government Advance Account Activities	3,324			831	1,662	2,493	3,324						System Development, Training & Advance Accounts Division	Director DD
	13.1 Operate Treasury Miscellaneous Advance account & advances for payments on behalf of other governments.		01.01.2021	31.12.2021					25	50	75	100	Efficient payment & recovery system in Treasury Miscellaneous Advance account		
	13.2 Monitoring Public Officers Advance "B" Accounts activities & Commercial advance accounts maintained by other central government Institutions.		01.01.2021	31.12.2021					25	50	75	100	Efficient payment & recovery system in advance "B" account & ensure smooth functioning of commercial advance accounts. Percentage of recovery.		
1	14. Training, Continuous Development & Implementation of New CIGAS Programme	3,322			830	1,661	2,491	3,322							
	14.1 Continuous development of new CIGAS system to facilitate new initiatives and user feedback obtained from the users.		01.01.2021	31.12.2021					25	50	75	100	No. of new functionalities developed.		
	14.2 Rectify all issues and shortcomings identified in the CIGAS system.		01.01.2021	31.12.2021					25	50	75	100	No. of issues rectified.		
	14.3 Organize and Conduct awareness/training programmes on new CIGAS		01.01.2021	31.12.2021					25	50	75	100	No. of training programme conducted.		

Strategy No.	Proposed Activity	Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by		
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
1	14.4 Maintain Helpdesk to assist CIGAS use		01.01.2021	31.12.2021					25	50	70	100	No. of assistance made.	System Development, Training & Advance Accounts Division	Director DD		
1	15 System Development	3,322			830	1,661	2,491	3,322									
	15.1 Further development of the server base CIGAS interface for amalgamating the CIGAS summary and reporting to the stakeholders (Ministries/Departments/CBS L)		01.01.2021	31.12.2021					25	50	75	100	No. of new reports functionalities developed. No. of improvements for non-financial asset management and reporting at the Ministries and Departments.				
	15.2 Enhance the consolidated accounting system in order to bring the reporting system of Provincial Councils to a common platform.		01.01.2021	31.12.2021					25	50	75	100	No. of Provincial Councils adapted to New CIGAS system.				
1	16. financial information is to be provided to prepare the financial statement in the Central Government	1,661			415	830	1,245	1,661						Financial Information & Reporting Division	Director		
	16.1 Year 2020 December monthly summaries of accounts are to be collected and uploaded into the New Cigas and ITMIS		01.01.2021	31.03.2021					15	-	-	-	No. of summaries collected and uploaded				
	16.2 Monthly Summaries in the Year 2021 will have to be collected and uploaded into the New Cigas and ITMIS.								10	35	60	85	No. of summaries collected and uploaded				

Strategy No.	Proposed Activity	Allocation (Rs. '000)	Date of commence	Date of completion	Financial Target (Rs. '000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
7	17. Financial Statistic are to be provided monthly to prepare the National Accounts	1,661			415	830	1,245	1,661						Financial Information & Reporting Division	Director
	17.1 Central Government financial information are to be provided to the Central Bank, Department of Census and other stake holder.		01.01.2021	31.12.2021					25	50	75	100	Information provided on time		
	17.2 Previous years financial information is to be provided to the stakeholder as per their requirement.		01.01.2021	31.12.2021					25	50	75	100	Information provided on time		
1, 7	18 Human resource management for financial ministry staff who attached to roll out the ITMIS into the ministries, Departments and district secretariats.	1,162			290	581	871	1,162							
	18.1 separate units for ITMIS accounting package will be established in the Department of State Accounts		01.01.2021	28.02.2021					100	-	-	-	Implement and functioning as schedule		
	18.2 Human resources requirement for ITMIS is to be identified and approved the relevant post as per F.R. 71		01.01.2021	28.02.2021					100	-	-	-	Approved carder for ITMIS		
	18.3 recruiting and appointing suitable officers for the ITMIS activities		15.02.2021	31.03.2021					100	-	-	-	Zero Number of Vacancies		
	18.4 On the job training for the offices who attached to the ITMIS is to be provided.		01.04.2021	31.12.2021					-	20	80	100	Zero variation between the stranded time and actual time for response		

Strategy No.	Proposed Activity	Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1, 7	18.5 responsibilities are to be assign to officers in the ITMIS unit base on performance reported at the on the job training.		01.04.2021	30.05.2021					-	100	-	-	No. of vacancies and Zero variation between the stranded time and actual time for response	Financial Information & Reporting Division	Director
	18.6 staff mortivation		01.01.2021	31.12.2021					25	50	75	100	Employee turnover.		
5, 7	19. Financial Management	12,460			3,115	6,230	9,345	12,460						Finance Division	Director AD
	19.1 Prepare annual procurement plan 2022		01.11.2021	15.12.2021					-	-	-	100	Preparation of Annual procurement plan -2022 according to PFD circulars 08/2019,01/2014		
	19.2 Prepare Financial Statements 2020, Annual reconciliation statement of advance to public officers 2020.		01.01.2021	28.02.2021					100	-	-	-	Preparation Of annual Financial Statement 2020 and annual reconciliation statement of advance to public officer's according to SAD guide line 06 and 04		
	19.3 Prepare annual expenditure estimate for the year 2022.		01.06.2021	31.08.2021					-	-	100	-	Submitting 2022 Annual expenditure Estimate according to NBD circular		

Strategy No.	Proposed Activity	Allocation (Rs.'000) *	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
5, 7	19.4 Prepare Monthly Salary			Monthly					25	50	75	100	Preparation of monthly salary according to dates mentioned in TOD guide line 02/2020	Finance Division	Director, AD
	19.5 Prepare and submit of monthly accounts			Throughout the year					25	50	75	100	Preparation of monthly summaries according to SAD guide line 01		
	19.6 Prepare monthly bank reconciliation			Monthly					25	50	75	100	Preparation of Monthly bank reconciliation according to FR 395		
	19.7 Reply of Audit queries			Throughout the year					25	50	75	100	Reply for Audit queries on or before due date		
	19.8 Close of Accounts - 2021			31.12.2021					-	-	-	100	Close of accounts according to SAD guide line 05		
	19.9 Activities relation to Public Mutual Guarantee Association			Throughout the year					25	50	75	100	No. of guarantees issued		
	19.10 Daily transaction reporting through ITMIS			Throughout the year					25	50	75	100	Zero differences in CIGAS and ITMIS monthly reports		
	19.11 Annual board of survey			01.01.2021					31.12.2021	80	-	-	20		

Strategy No.	Proposed Activity	Allocation (Rs.'000) *	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
5	20. Maintain efficient and skilled work force in the Department	21,183			5,295	10,591	15,886	21,183						Administration Division	
	20.1 Develop a Simple, Resource sharing, Efficient, Accurate and Disciplined Culture (SPREAD) in the Department		Throughout the year						25	50	75	100	E - working environment		ADG AO
	20.2 Maintain a smooth working environment in the premises		Throughout the year						25	50	75	100	Quality Public Service		ADG
	20.3 Development of processes, general administration and training, knowledge building and sharing		Throughout the year						25	50	75	100	No. of training programme		AO
	20.4 Prepare Performance Report 2020		01.02.2021	01.03.2021					100	-	-	-	Completed Performance Report 2020 on 30/05/2021		ADG AO
	20.5 Prepare Annual Action Plan 2022		15.11.2021	15.12.2021					-	-	-	100	Completed Annual Action Plan 2022 before 1/1/2022		
	20.6 salary increment, loan and leave		Throughout the year						25	50	75	100	No. of Approved salary increments and loan		DG ADG
	20.7 Update personal Files of the staff		Throughout the year						25	50	75	100	No. of Updated personal Files		AO
	20.8 Manage vehicle fleet		Throughout the year						25	50	75	100	No. of vehicle fleet		

* Rs 15Mn out of Total Budget Rs. 81.04Mn allocated for activity no. 4 as per the special budget line. Balance amount was allocated among other activities based on the No. of employees assigned in each division

Application For Annual Imprest Limits for the Year - 2021

Name Of the Department : Department of State Accounts
Expenditure Head : 250

Rs. '000

Group	Description of Budgetary Provision				Total Provision	Deductions					Total Deductions 2+3+4+5+6 = (7)	Allocation from Other Depts. (8)	Imprest Limits 1-7+8 = (9)	Revenue Estimate/ Deposits/ Other Collections (10)	Imprest Req. from the Treasury 9-10 = (11)
						Cross Entries	Allocation to other Departments (TOD/IMP /03)	Allocation to D/Sec (TOD/IMP /03)	Grants to Gov. Institutions	Foreign Aid Loan - 12					
					(1)	(2)	(3)	(4)	(5)	(6)		(8)	1-7+8 = (9)	(10)	9-10 = (11)
(1)	Programme Services (Recurrent Expenditure)														
	Programme	Salaries (1001-1003)		Other Allowances paid with the salary	Others										
	1	48,100		7,650	7,640	63,390	4,333	-	-	-	-	4,333	-	59,057	-
	Sub Total - 1	48,100		7,650	7,640	63,390	4,333	-	-	-	-	4,333	-	59,057	-
(2)	Programme Services (Capital Expenditure)														
	Programme	Consolidated Fund (11)	F.A. Loan (12)	F.A. (13/16)	R.F. (14/15)										
		D.F. (17)	F.A. Loan (12)	D.F. (17)	F.A. (13/16)	D.F. (17)	R.F. (14/15)								
	1	17,650	-	-	-	-	-	-	-	-	-	-	-	17,650	-
	Sub Total - 2	17,650	-	-	-	-	-	-	-	-	-	-	-	17,650	-
(3)	Deposit Account														
(4)	Public Officers Advance Accounts				5,000									5,000	5,000
(5)	Other Advance Accounts														
	Advance for payments of Other Government				4,000									4,000	4,000
	Crown Agent				334,240									334,240	334,240
	Sub Total - 3				343,240									343,240	343,240
	Grand Total (1+2+3)				424,280	4,333	-	-	-	-	-	4,333	-	419,947	419,947

All the information given in the above table are certified as correct.

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Chief Financial Officer/ Chief Accountant/Director(Finance) - Signature : *[Handwritten Signature]*
Name :
Official Stamp

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procurement Plan For Year 2021

Department of state Accounts

Appendix


Department / Line Agency / Ministry	Type of Procurement (Goods, Works, Equipment & Services etc.)	Estimated Cost (Rs. Mn.)	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 State Accounts	Goods									
	Stationery and Office Requisites	1.2	Domestic Funds	Shopping	HD	N	-	01.01.2021	31.12.2021	
	Furniture & Office Equipments		Do	Do	HD	N	-	01.01.2021	31.12.2021	
	(1) Laser Printer - 03	0.09								
	(2) Laptop - 01	0.2								
	(3) Spiral binding machine - 01	0.06								
	(4) Water Dispenser - 01	0.04								
(5) QR code scanner - 01	0.01									

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Approved By


 Director General
 01.01.2021

W.A. Samantha Upananda
 Director General
 Department of State Accounts
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