



# **ACTION PLAN**

## **2024**

**Department of Project Management and Monitoring**

**Ministry of Finance, Economic Stabilization & National Policies**

**Third Floor, The Secretariat,**

**Colombo – 01.**

**Tel: 0112151444 / Fax: 0112484983**

## Table of Content

<b>Chapter No.</b>	<b>Subject</b>	<b>Page</b>
<b>1.</b>	<b>About the Department</b>	
	1.1 Vision	02
	1.2 Mission	02
	1.3 Objective	02
	1.4 Strategies	02
	1.5 Functions & Responsibilities	03
<b>2.</b>	<b>Organizational Structure and Human Resources of the Department</b>	
	2.1 Organization Chart	04
	2.2 Cadre Details	05
<b>3.</b>	<b>Action Plan - 2024</b>	06 - 14
<b>4.</b>	<b>Imprest Requirement Plan - 2024</b>	15 - 17
<b>5.</b>	<b>Annual Procurement Plan – 2024</b>	18
<b>6.</b>	<b>Internal Audit Plan – 2024</b>	19

# **1. About the Department**

## **1.1 Our Vision**

Towards development effectiveness

## **1.2 Our Mission**

Monitoring, evaluation and facilitation of all development projects to ensure the generation of intended development results as well as providing consultancy to implementing agencies.

## **1.3 Objective**

Enhance the generation of intended development results within the agreed time and cost through optimal use of resources.

## **1.4 Strategies**

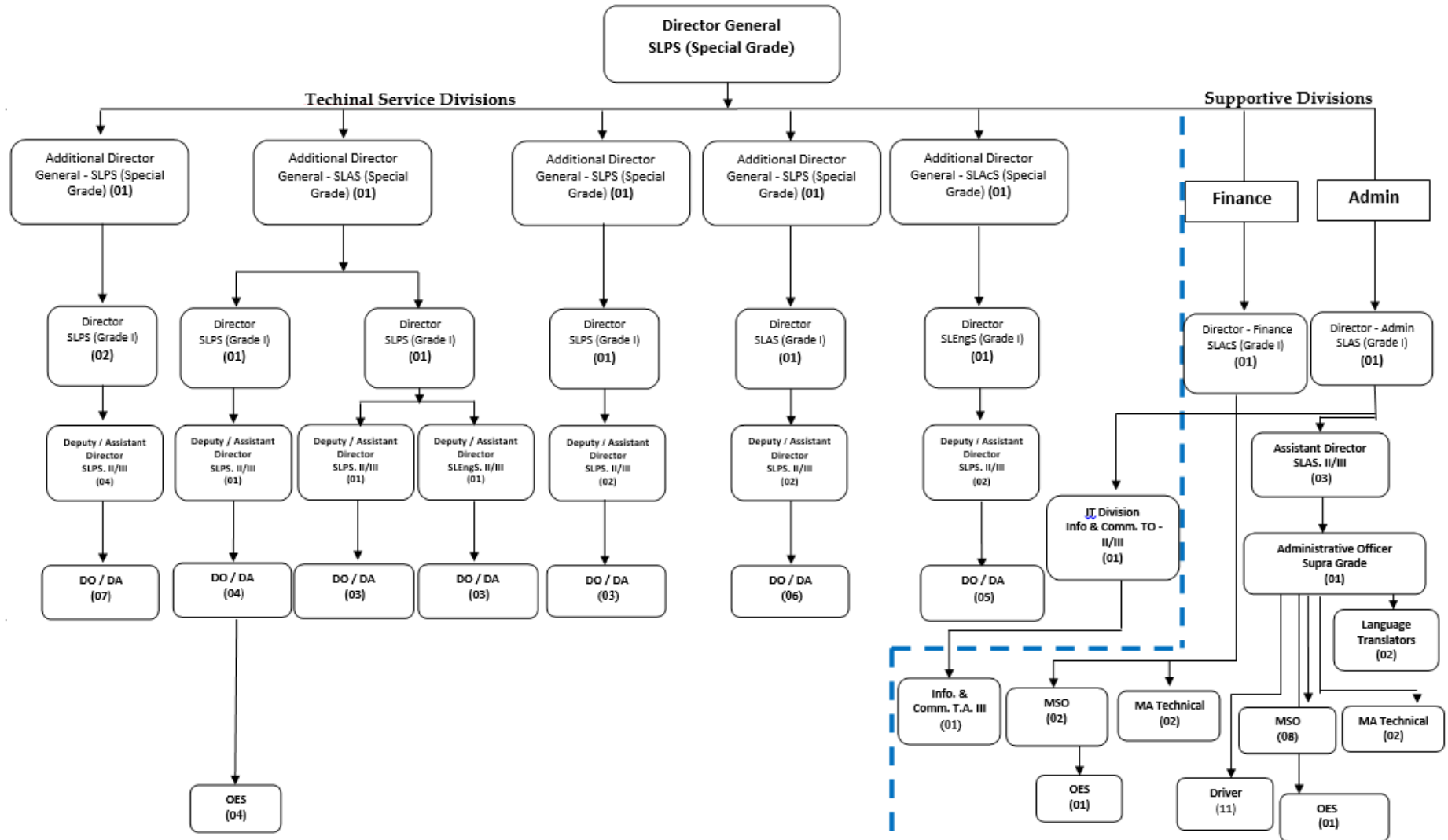
1. Monitoring of foreign and local funded development projects and programmes
2. Evaluation of Development Project and Programmes
3. Performance Monitoring of Organizational Result Frame work of the Line Ministries
4. Strengthening the Monitoring and Evaluation capacity of the Department officials
5. Submission of Annual Performance Report of the Department
6. Assets & Stores Management
7. Supply and Accounts
8. Admin, Contingent Liabilities & Payment Reforms

## **1.5 Functions & Responsibilities**

1. Collect information, analyze and monitor foreign and local funded development projects and programmes
2. Report performance of large and Mega scale projects and programs to the Cabinet, quarterly.
3. Resolving issues of the mega-scale development projects and programmes.
4. Facilitate to review the status of development projects and programmes financed by different development partners
5. Verify the results achievement of selected foreign financing development projects and report them to donor agencies for foreign finance disbursement
6. Facilitate the implementation of National Evaluation Policy
7. Undertake of projects assessments and evaluations based on the request made by different partners and provide feedback to the planning process
8. Distribute development information through publishing performance reports of the development projects and programmes

## 2. Organizational Structure and Human Resources of the Department

### 2.1 Organization Structure



## 2.2 Cadre details

Designation	Service	Grade / Class	Salary Code	Service Level	Approved Cadre	Existing Cadre	Vacancies
Director General	SLPS	Special	SL 3	Senior - 1	1	1	0
Add. Dir. Gen.	SLPS	Special	SL 3	Senior - 1	3	2	1
Add. Dir. Gen.	SLAS	Special	SL 3	Senior - 1	1	1	0
Add. Dir. Gen.	SLAcS	Special	SL 3	Senior - 1	1	0	1
Director	SLPS	I	SL 1	Senior - 1	5	2	3
Director (Finance)	SLAcS	I	SL 1	Senior - 1	1	1	0
Director	SLAS	I	SL 1	Senior - 1	2	1	1
Director	SLEngS	I	SL 1	Senior - 1	1	0	1
Deputy Director	SLPS	II	SL 1	Senior - 1	12	12	0
Asst. Director	SLPS	III	SL 1	Senior - 1		-	
Asst. Director	SLAS	III/II	SL 1	Senior - 1	3	0	3
Asst. Director	SLEngS	III/II	SL 1	Senior - 1	1	0	1
<b>Senior Level - Total</b>					<b>31</b>	<b>20</b>	<b>11</b>
Adm. Officer	MSO	Supra	MN 7	Tertiary - 2	1	1	0
Info.& Com. T.O	IT Service	II	MN 6	Tertiary - 2	1	0	1
Language Translator	T. Service	II/I	MN 6	Tertiary - 2	2	0	2
<b>Tertiary Level - Total</b>					<b>4</b>	<b>1</b>	<b>3</b>
Development officer/ Development Asst	DOS / Dept	I/II/III	MN 4	Secondary-3	31	22	9
Info. & Com. T.A	IT Service	III	MT 1	Secondary-3	1	0	1
Mgt. Asst.	Dept	I/II/III	MT 1	Secondary-3	4	4	0
Management Ser. Officer	MSO	I/II/III	MN 2	Secondary-3	10	8	2
<b>Secondary Level - Total</b>					<b>46</b>	<b>34</b>	<b>12</b>
Driver	DS	I/II/III	PL 3	Primary - 4	11	8	3
K.K.S	Dept	I/II/III	PL 1	Primary - 4	1	1	0
K.K.S	OES	I/II/III	PL 1	Primary - 4	8	6	2
<b>Primary Level - Total</b>					<b>20</b>	<b>15</b>	<b>5</b>
<b>TOTAL</b>					<b>101</b>	<b>70</b>	<b>31</b>
DO - Training						0	
<b>G / TOTAL</b>						<b>70</b>	

## 01. Action Plan–Year 2024

Strategy No.	Proposed Activity	Allocation (Rs. '000) *	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
1	1.1 Reviewing progress of projects and programmes monthly basis	99,050	January	December	-	-	-	-	Around 207 Mega & Large Projects monthly & quarterly basis.				Number of projects reviewed.	Department of Project Management & Monitoring	Relevant ADG/Director
	1.2 Undertaking field visits to observe the ground reality of issues		January	December	0.1	0.1	0.1	0.1	25	50	75	100	Number of visits undertaken		
	1.3 Resolving implementation issues and clearing bottlenecks of mega scale projects through NOR		January	December	-	-	-	-	As requested.				Number of projects bottlenecks cleared/issues resolved		
	1.4 Submitting project progress to the Cabinet of Ministers for informed decision making		February	November	-	-	-	-	25	50	75	100	Number of monitoring reports issued on time for decision making		
	1.5 DLI verification and reporting to eligibility for fund disbursement to the lending agency		January	December	-	-	-	-	-	-	-	100	Number of reviews undertaken		
	1.6 Undertaking project reviews in collaboration with the donors - WB, ADB, EU		January	December	-	-	-	-	As requested by donar Agency.				Number of reviews undertaken		
2	2.1 Training of 225 government officials on evaluation		January	December	-	-	-	-	100	100	-	-	Number of of officers trained		
	2.2 Undertaking and managing evaluations		January	December	5	5	5	5	2	2	1	1	Stage of evaluation		

Strategy No.	Proposed Activity	Allocation (Rs.'000) *	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
3	3.1 Reviewing the performance against targets of the ORF line ministries through NOR reporting them to the Cabinet of Ministers by annually		January	December	-	-	-	-	10	15	20	29	Ensured result delivery	Department of Project Management & Monitoring	Relevant ADG/Director
	3.2 Monitoring of DCB programme and reporting the quarterly progress to the Minister's sub committee		January	December	-	-	-	-	25	50	75	100	Number of reports submitted		
	3.3 Monitoring of "Kandukara Dashakaya" development programme and reporting the quarterly progress to the Minister's sub committee		January	December	-	-	-	-	25	50	75	100	Number of reports submitted		
4	4.1 Developing a Web based online monitoring system		January	April	5	5	5	5	10	40	30	20	Real time data & efficient monitoring		
5	Preparation of the last year Annual Performance report of the department and tabling the Parliament in time		January	May	-	-	-	-	-	100	-	-	Level of preparation & submission		



Strategy No.	Proposed Activity	Allocation (Rs.'000) *	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
					6	<b>6.1 Implementation of Annual Board of Survey</b> <ul style="list-style-type: none"> <li>• Appointing members to the Board of Survey Committee</li> <li>• Monitoring Physical verification of Inventory items and Assets</li> <li>• Executing the follow-up actions as mentioned in the board of survey report</li> <li>• Submission of the relevant reports to Chief Accounting Officer &amp; Auditor General</li> </ul>		December	March	-	-	-			
	<b>6.2 Maintaining Fixed Asset Ledger, Fixed Asset Register and Consumable Articles Register</b>		January	December								100	Updated fixed Asset Ledger, Fixed Asset Register and Consumable Articles Register		
	<b>6.3 Maintaining Proper stock level and issuing goods based on the requests made by the divisions</b>		January	December								100	Smoothly running work flow		

Strategy No.	Proposed Activity	Allocation (Rs.'000) *	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer		
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
7	7.1 Delegation of Authority under F.R. 135		November	December								100	Approved Document	Department of Project Management & Monitoring	Relevant ADG/Director		
	<b>7.2 Preparation of Annual Estimate</b>																
	7.2.1 Collection of data from divisions		July	August								100	Collect Data				
	7.2.2 Preparation of Annual Expenditure Budget Estimate		July	September								100	Draft Revenue Estimate Draft Expenditure Estimate				
	7.2.3 Formulation of F.R. 66 transfers and supplementary allocations		July	December								100	F.R.66 or Supplementary				
	<b>7.3 Preparation of Annual Imprest Limit</b>																
	7.3.1 Preparation of Annual Imprest Limit based on approved budgetary provisions		-	December								100	Approved Imprest limit				
	7.3.2 Submission of monthly Imprest request to Budget Execution Division		January	December								100	Monthly Imprest request				
	<b>7.4 Maintenance of the Ledgers and Recording Transactions</b>																
	7.4.1 Maintaining the Ledgers/Books/ Registers		January	December								100	Updated ledger & Books				
7.4.2 Vouching all the Payment vouchers		January	December								100	Certified vouchers					

Strategy No.	Proposed Activity	Allocation (Rs.'000) *	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer			
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4						
7	7.4.3 Recording all the Transaction through CIGAS		January	December								100	Daily expenditure report	Department of Project Management & Monitoring	Relevant ADG/Director			
	7.4.4 Preparation of Monthly Accounts Summary and send them to Department of State Accounts		January	December								100	Monthly summary					
	7.4.5 Reconciling the Departmental books with Treasury Printouts		January	December								100	Reconciliation Statements					
	7.4.6 Preparation of Bank Reconciliation		January	December								100	Bank Reconciliation Statement					
	7.4.7 Recording all the transactions through ITMIS		January	December								100	Daily expenditure report					
	<b>7.5 Procurement Activities</b>																	
	7.5.1 Preparation of Annual Procurement Plan as per the approved Budgetary Provisions		December	January						100						Approved Procurement plan		
	7.5.2 Appointing the suitable officers to Procurement Committee and Technical Evaluation Committee		-	December									100			Appoint procurement committee		
	7.5.3 Execution of the Annual Procurement Plan		January	December									100			Select the supplier		
	7.5.4 Issuing Purchase Orders		January	December									100					

Strategy No.	Proposed Activity	Allocation (Rs.'000) *	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
7	<b>7.6 Vehicle Maintenance</b>														
	7.6.1 Submission of "Quarterly Expenditure Report on Vehicles Maintenance" to the Auditor General and Internal Audit		March, June, September, December						25	50	75	100	Expenditure report for vehicles	Department of Project Management & Monitoring	Relevant ADG/Director
	7.6.2 Maintaining "Log Books		January December								100	Updated Ledgers and books.			
	7.6.3 Execution of all other activities in relating to vehicle maintenance such as; • Servicing of vehicles • Obtaining Revenue License • Eco Test Reports etc.		January December								100	Vehicles in good condition			
	7.6.4 Recording all the Vehicle details through Government Non-Financial Assets Management System.		January December								100	Completed Database			
	<b>7.7 Paying Monthly Salaries</b>														
	7.7.1 Calculation of the salary arrears and salary increments		January December									100	Updated Ledgers and books.		
	7.7.2 Calculation of PAYE Tax		January December									100	Updated tax records with PAYE tax.		
	7.7.3 Calculation of Treasury allowance		January December									100	Updated Ledgers and books.		
	7.7.4 Treasury allowance entering to Pay Ledger, Government Payroll System & E-Payroll System.		January December									100	Updated Ledgers and books.		
7.7.5 Preparation of salary control account and comparison of monthly salary bill with the Control Account and report generated by GPS & E-Payroll		January December									100	Updated Ledgers and books.			

Strategy No.	Proposed Activity	Allocation (Rs.'000) *	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
<b>7.8 Preparation of Annual Final Accounts</b>															
7	7.8.1 Preparation of • Annual Financial Statement • "Advance B" Account • Deposit Account Reconciliation		January	February					100				Financial Statement, Advance "B" Account and Deposit Account Reconciliation	Department of Project Management & Monitoring	Relevant ADG/Director
	7.9 Answering to the Audit Queries		January	December							100	Replies of the audit queries.			
<b>8.1 Administration &amp; Human Resource Development</b>															
8	8.1.1 Updating personal files of the staff													Department of Project Management & Monitoring	Relevant ADG/Director
	8.1.1.1 Preparation and approving salary increments and conversions.		January	December							100	No. of personal files updated, No. of conversions & Increments prepared			
	8.1.1.2 Forwarding the applications of EB & other exams, promotions in the staff		January	December							100	No. of applications forwarded			
	8.1.1.3 Entering data to cadre information system (e-payroll System)		January	December							100	Updated E-Payroll System			
	8.1.2 Provide information on transfer opportunities to the staff														
	8.1.2.1 Submitting applications for internal & external transfers by annually		June	August							100	Submitted Applications			
	8.1.2.2 Attaching the transferred officers to the divisions in the orders given by the DG		January	December							100	Filled vacancies			
	8.1.2.3 Forwarding appeals against the given transfer orders in the staff		October	November							100	No. of appeals forwarded			

Strategy No.	Proposed Activity	Allocation (Rs.'000) *	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
8	8.1.3 Organizing Training/capacity building programs													Department of Project Management & Monitoring	Relevant ADG/Director
	8.1.3.1 Arranging and facilitating local & foreign training opportunities		January	December								100	No. of training programs organized/No. of requests forwarded to the other institutions for training programs		
	8.1.3.2 Conducting annual work shop		September	November								100	No. of officials trained		
	8.1.4 General Administration Activities														
	8.1.4.1 Preparation of Annual Performance Report		January	May						100			Performance report		
	8.1.4.2 Preparation of Annual Action Plan		November	December								100	Action Plan		
	8.1.4.3 Arranging monthly staff meeting & other meeting		January	December								100	No. of meetings held		
	8.1.4.4 Facilitating to obtain distress, festival, bicycle & property loans		January	December								100	No. of Applications forwarded		
	8.1.4.5 Preparing vouchers to payment for the communication bills		January	December								100	Updated registers A		
	8.1.4.6 Delivering official mail		January	December								100	Delivered mail on time		

Strategy No.	Proposed Activity	Allocation (Rs.'000) *	Date of commencement	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible Officer
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4			
8	8.1.4.7 Preparing leave reports, maintaining the leave register of the staff & other duties based on leave		January	December								100	Updated leave register	Department of Project Management & Monitoring	Relevant ADG/Director
	8.1.4.8 Issuing railway Warrants & forwarding the season ticket requests to CGR		January	December								100	No. of railway Warrants issued		
	8.1.5 Coordination Activity												Updated cadre report		
	8.1.5.1 Preparation of cadre report by annual, mid- year, Quarterly & monthly		January	December								100	Updated cadre report		
	8.1.5.2 Updating PACIS data system		January	December								100	Updated PACIS data system		
	8.1.6 Maintenance Work												Fully maintained premises.		
	8.1.6.1 Building maintenance & careering minor		January	December								100	Fully maintained premises.		
<p>1. Project classification : Mega Projects is &gt;Rs; 1000Mn , Large Project is Rs:1000-9999Mn, Medium Scale Project is Rs: 100-999Mn, Small Rs.10-99Mn, Micro &lt;10Mn</p> <p>2. These figures well provisional and would be change after finalization of 2024 budget estimate</p> <p>3. This number would you change based on the projects with issues</p>															


Application for Annual Imprest Limits for the Year - 2024


Name of the Department: Department of Project Management & Monitoring  
Expenditure Head : 280

Rs. ' 000

Group	Description of Budgetary Provision			Total Provision	Deductions					Total Deductions	Allocation from Other Depts.	Imprest Limit	Revenue Estimate/ Deposits/ Other Collections	Imprest Req. from the Treasury
					Cross Entries	Allocation to Other Depts (TOD/IMP/03)	Allocation to D/Sec (TOD/IMP/03)	Grants to Gov. Institutions	Foreign Aid loan-12					
(1)				(1)	(2)	(3)	(4)	(5)	(6)	2+3+4+5+6-(7)	(8)	1-7+8-(9)	(10)	9-10-(11)
<b>(1) Programme Services (Recurrent Expenditure)</b>														
Programme	Salaries(1001-1003)	Other Allowances paid with the salary	Others											
1														
2	68,000	11,440	15,210	94,650	3,600	-	-	-	-	3,600		91,050	-	91,050
3	-	-	-	-	-	-	-	-	-	-		-	-	-
Sub Total -1	68,000	11,440	15,210	94,650	3,600	-	-	-	-	3,600		91,050	-	91,050
<b>(2) Programme Services (Capital Expenditure)</b>														
Programme	Consolidated Fund (11)	F.A.Loan (12) D.F (17)	F.A (13/16) D.F (17)	F.A (13/16) D.F (17)	R.F.A (14/15) R.F (14/15)									
1														
2	2,400			2,000									4,400	4,400
3	-												-	-
Sub Total -2	2,400	-	-	2,000	-	-	-	-	-	-			4,400	4,400
(3)	Deposit Account			-	-								-	-
(4)	Public officers Advance Account			4,000									4,000	4,000
(5)	Other Advance Accounts			-									-	-
Sub Total -3				4,000	-	-	-	-	-	-			4,000	4,000
Grand Total (1+2+3)				103,050	3,600	-	-	-	-	3,600		99,450	-	99,450

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

Prepared By:   
Checked By: 

Chief Financial Officer/Chief Accountant/Director (Finance) - Signature:   
Name: \_\_\_\_\_

E-mail: piratheepan.1e@pmdt - Official Stamp  
Telephone No: 0112579642 treasury@pmdt  
Date: 20/11/2023  
**Piratheepan**  
Director  
Department of Project Management & Monitoring  
General Treasury  
Colombo 01



## Statement of Monthly/Quarterly Cash Flow as per approved Expenditure Plans for the year 2024

Name of the Department: Department of Project Management & Monitoring  
Expenditure Head : 280

	To pay expenditure (with expenditure subject code number)	Cash Requirement for the approved expenditure plans															Rs.' 000	
		January	February	March	1st Qtr Total	April	May	June	2nd Qtr Total	July	August	September	3rd Qtr Total	October	November	December	4th Qtr Total	Grand Total
I	Salaries and allowance (1001 and 1003)	5,580.00	5,585.00	5,585.00	16,750.00	5,580.00	5,585.00	5,585.00	16,750.00	5,585.00	5,585.00	5,580.00	16,750.00	5,585.00	5,580.00	5,585.00	16,750.00	67,000.00
	Other Allowances paid with salary(Except object code 1003)	955.00	950.00	955.00	2,860.00	950.00	960.00	950.00	2,860.00	955.00	960.00	950.00	2,865.00	955.00	945.00	955.00	2,855.00	11,440.00
II	Overtime and Holiday pay (1002)	85.00	85.00	80.00	250.00	80.00	85.00	85.00	250.00	85.00	85.00	80.00	250.00	85.00	80.00	85.00	250.00	1,000.00
III	All other Recurrent Expenditure	1,300.00	1,260.00	1,265.00	3,825.00	1,265.00	1,260.00	1,260.00	3,785.00	1,270.00	1,270.00	1,260.00	3,800.00	1,270.00	1,260.00	1,270.00	3,800.00	15,210.00
	* Total Recurrent	7,920.00	7,880.00	7,885.00	23,685.00	7,875.00	7,890.00	7,880.00	23,645.00	7,895.00	7,900.00	7,870.00	23,665.00	7,895.00	7,865.00	7,895.00	23,655.00	94,650.00
IV	Reimbursable Foreign Aid				-				-				-				-	
V	Other all Capital Expenses	370.00	360.00	370.00	1,100.00	360.00	370.00	360.00	1,090.00	370.00	370.00	370.00	1,110.00	370.00	360.00	370.00	1,100.00	4,100.00
VI	Public Officers Advance Account	400.00	500.00	500.00	1,400.00	500.00	500.00	500.00	1,500.00	200.00	200.00	200.00	600.00	200.00	150.00	150.00	500.00	4,000.00
VII	Deposit Accounts				-				-				-				-	
VIII	Other Advance Accounts				-				-				-				-	
	Grand Total	8,690.00	8,740.00	8,755.00	26,185.00	8,735.00	8,760.00	8,740.00	26,235.00	8,465.00	8,470.00	8,440.00	25,375.00	8,465.00	8,375.00	8,415.00	25,255.00	103,050.00

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

Prepared By: 

Chief Financial Officer/Chief Accountant/Director (Finance) - Signature :   
- Name :

Checked By: 

Date - 2024/12/20

- Official Stamp

  
**Piratheepan**  
Director  
Department of Project Management & Monitoring  
General Treasury  
Colombo 01

Name of the Department: Department of Project Management & Monitoring  
Expenditure Head : 280

Estimates for Allowance paid with Salary (Except object code 1003) for 2024

Rs.' 000

Type of Allowance	January	February	March	April	May	June	July	August	September	October	November	December	Grand Total
Fuel	585.00	580.00	585.00	580.00	585.00	580.00	585.00	585.00	585.00	585.00	580.00	585.00	7,000.00
Transport	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
Telephone	85.00	85.00	85.00	85.00	90.00	85.00	85.00	90.00	85.00	90.00	85.00	90.00	1,040.00
Housing	-	-	-	-	-	-	-	-	-	-	-	-	-
Property, loan Interest	35.00	35.00	35.00	35.00	35.00	35.00	35.00	35.00	30.00	30.00	30.00	30.00	400.00
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
Total	955.00	950.00	955.00	950.00	960.00	950.00	955.00	960.00	950.00	955.00	945.00	955.00	11,440.00

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

Chief Financial Officer/Chief Accountant/Director (Finance) - Signature :   
- Name : .....

Prepared By :-   
Checked By :- 


- Official Stamp

Date - 2023/12/26

**K. Piratheepan**  
Director  
Department of Project Management & Monitoring  
General Treasury  
Colombo 01

## Procurement Plan for the Year 2024

### Department of Project Management And Monitoring

Department / Line Agency / Ministry	Procurement Category	Estimated Cost Rs.Mn.	Source of Funding	Vote Particulars	Procurement method (ICB, LIB, LNB, NCB, National Shopping etc.)	Level of Authority (CAPC, SCAPC, 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
<b>GOODS</b>											
DPMM	Procurement of Stationeries/ Toners	1.7	CF	280-1-01-1201	National Shopping	HOD/DPC	N	Progressing	01.01.2024	31.12.2024	E-procure will be applied.
<b>SERVICES</b>											
DPMM	Vehicle Repairs	4.50	CF	280-1-01-1301	National Shopping	HOD/DPC	N	Progressing	01.01.2024	31.12.2024	Vehicle repair requirements cannot be forecasted at the beginning of the year. However, when the requirement arises, minimum three quotations will be invited and obtained recommendation from the Mechanical Engineer attached to the Ministry of Finance, Economic and Policy Development and contract will be awarded. Repairs and maintenance will also be done through the Accredited Agent following limits prescribed in the Procurement Manual - E-procure will be applied.
DPMM	Procurement of a Service Provider to undertake service Printers	0.9	CF	280-1-01-1302	National Shopping	HOD	N	Progressing	01.01.2024	31.12.2024	
	Procurement of a Service Provider to undertake service Photocopiers										
	Procurement of a Service Provider to undertake service Finger Print Machines										
	Repairs and Maintenance of Printers, Photocopy machines, Finger Print Machines										
DPMM	Machinery and Office Equipment Service Agreements	0.3	CF	280-1-01-1409-138	National Shopping	HOD	N	Progressing	01.01.2024	31.12.2024	
	Renewal of Vehicle Insurance policy	0.35		280-1-01-1409-139		HOD		Completed	01.11.2024	31.12.2024	

HOD	Head of the Department
DPC	Department Procurement Committee

Prepared By  
B.L.P.C. Balasooriya  
Management Service Officer

Checked By  
K. Piratheepan  
Director (Finance)

**K. Piratheepan**  
Director  
Department of Project Management & Monitoring  
General Treasury  
Colombo 01

Recommended By  
T.A.D.D. Premarathna  
Director (Admin)  
Department of Project Management & Monitoring  
General Treasury  
Colombo 01

Approved By  
Ayanthi De Silva  
Director General  
Department of Project Management & Monitoring  
General Treasury  
Colombo 01  
Date: 2024.01.02



**Internal Audit Plan - 2024**

**Name of the Institute :-** Department of Project Management and Monitoring

**Mission of the Institute :-** Monitor, evaluate and facilitate all development initiative and advocate implementing agencies to ensure delivery of intended development results

**Objective :-** Delivery of intended development results withing the agreed time and cost through optimum utilization of resources.

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		√	√	√	√	4	10
3	Conduct the Audit Management Committee (AMC) meeting & Progress Reports		√	√	√	√	4	8
4	General Administration	8		√	√		1	20
5	Financial Management	7	√	√			1	20
6	Special Assignments							