

Annual Performance Report for the year 2020

Department of Management Services

Expenditure Head No 242

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Chapter 01 - Institutional Profile / Summary

1.1. Introduction

The Department of Management Services, then known as the Department of Cadre and Salaries Management was established as a Treasury Department in 1998 for restructuring Ministries and Departments by curtailing excess cadre, amalgamation or winding up unnecessary divisions.

The Department of Management Services was under the purview of the Ministry of Finance, Economy and Policy Development during the year 2020 respectively.

Furthermore, the Department of Management Services formulates policies in consultation with other government entities for the implementation of comprehensive Cadre and Remuneration Management Strategies to contribute for the sustainable development of the country.

1.2. Vision, Mission, Objectives of the Institution

Vision

To determine an optimum cadre for the Public Sector, in compliance with the National Policies.

Mission

To provide guidance for cadre and remuneration management of the public sector.

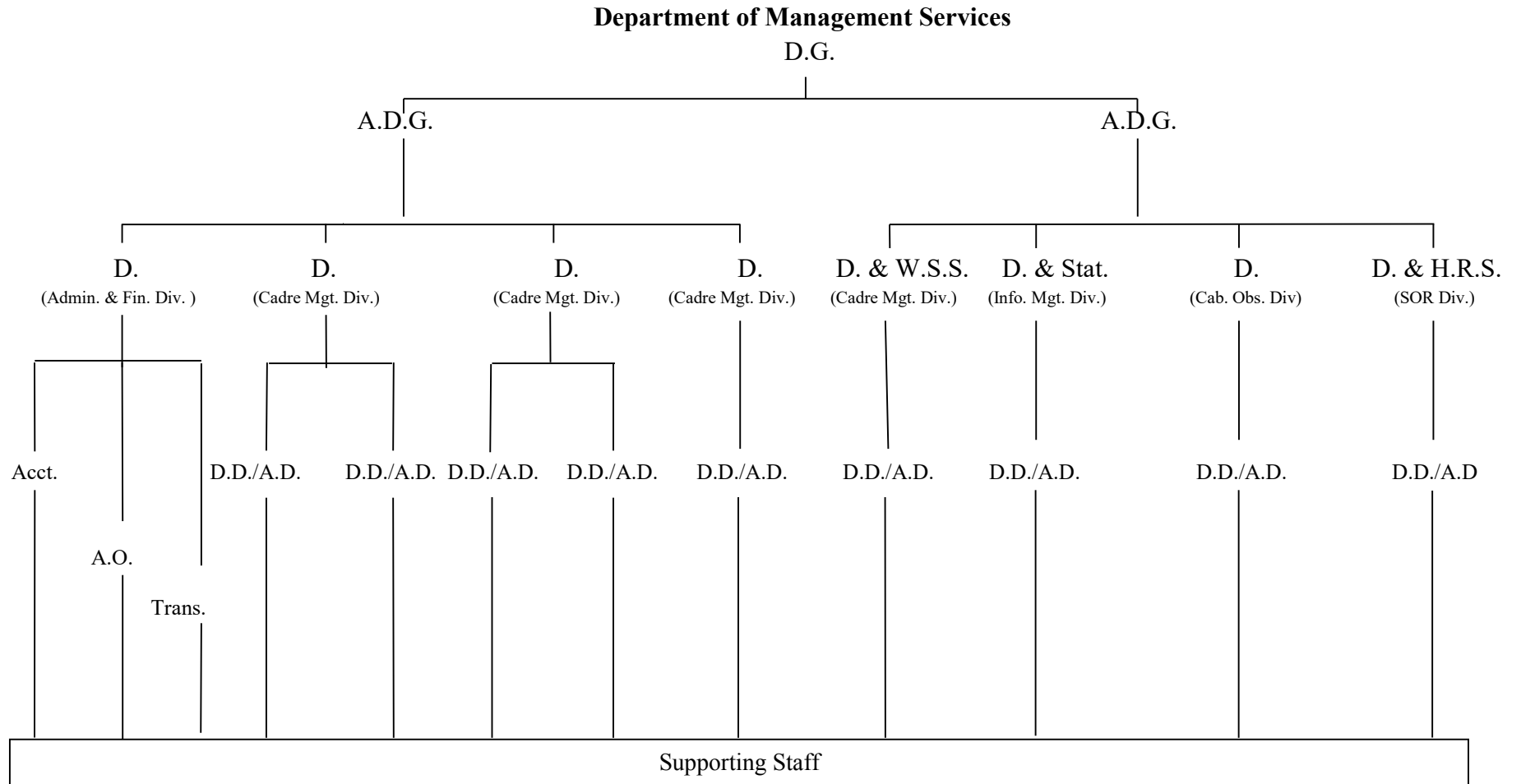
Objectives

- i. Cadre and remuneration management
- ii. Determining salaries and allowances of the public sector in compliance with the National Remuneration Policy
- iii. Updating and maintaining a database on cadres of public sector institutions
- iv. Re-deployment or retrenchment of excess cadre, as per the service requirement

1.3. Key Functions

- i. Introducing, implementing, and monitoring reforms in the public sector.
- ii. Conducting institutional review on the mission, objectives, systems, procedures and staffing and making recommendations to relevant authorities.
- iii. Conducting organizational cadre reviews, system improvements, shaping and strengthening organizational structures with the objective of restructuring and right-sizing the public institutions.
- iv. Developing norms and standards on cadre and remuneration management.
- v. Identifying excess cadre and submitting proposals for deployment and/or retrenchment.
- vi. Making recommendations by scrutinizing proposals for re-employment of retired officers, engagement of consultants in the public sector.
- vii. Undertaking studies on review of Service Minutes, service conditions, Schemes of Recruitment and submitting proposals in line with the development potential of the country.
- viii. Maintaining personnel information system of the public service and provincial public services and succession planning for essential posts.
- ix. Conducting studies on recruitment policies, capacity building and planning of succession as well as assisting relevant authorities in the implementation process.
- x. Management of public sector salaries and incentives schemes such as bonus, welfare schemes and other remuneration packages.
- xi. Providing consultancy services relevant to institutional reviews, cadre and salaries management of Ministries, Departments, Special Spending Units and Provincial Councils and Local Authorities.
- xii. Identifying the needs for improving the physical environment and the fields for mechanization/computerization and contracting out services.
- xiii. Compiling report on Public Sector Cadre including their Salaries and allowances on quarterly basis and submitting to the Cabinet of Ministers.

1.4 Organizational Chart



- D.G. - Director General
- A.D.G. - Additional Director General
- D. - Director
- W.S.S. - Work Study Specialist
- Stat. - Statistician
- H.R.S. - Human Resources Specialist
- D.D. - Deputy Director
- A.D. - Assistant Director
- Acct. - Accountant
- A.O. - Administrative Officer
- Trans. - Translator

- ❖ Admin. & Fin. Div. - Administration and Finance Division
- ❖ Cadre Mgt. Div. - Cadre Management Division
- ❖ Info. Mgt. Div. - Information Management Division
- ❖ SOR Div. - Scheme of Recruitments Division
- ❖ Cab. Obs. Div - Cabinet Observation Division

- ✓ Supporting Staff - Development Officers / Management Services Officers / Drivers / KKSs

1.5 Main Divisions of the Department

Cadre Management Division
Scheme of Recruitments Division
Cabinet Observation Division
Information Management Division
Right to Information Division
Administration Division
Accounts Division

1.6. Institutions/Funds coming under the Department

Not Relevant

1.7. Details of the Foreign Funded Projects (if any)

- a) Name of the Project
- b) Donor Agency
- c) Estimated Cost of the Project – Rs. Mn
- d) Project Duration

} Not Relevant

Chapter 02–Progress and the Future Outlook

Special Achievements, Challenges and Future Goals

Special Achievements

Entrusted with the prime task of taking necessary action to determine the optimum number of cadre for the Public Sector in keeping with the government policy statement, Department of Management Services planned to perform well during the year 2020, yet, as was the case in other countries in the world, the public sector and the private sector in Sri Lanka too suffered some setbacks in the face of COVID 19 pandemic.

Under these circumstances, Department of Management Services could function only 95 days during the year 2020 engaging the entire staff to the fullest capacity, which merely accounted for 39 percent of the total number of working days in the year. Number of days on which only a few essential officers attended the office as a result of complete lockdown of the country were 42. Number of days on which the staff was summoned as groups and engaged in duty adhering to the health guidelines accounted for 105 and it was equal to 43 percent of the total number of working days of the year.

Amid under such challenging conditions, the Department was able to align the mission of the Department with the priorities envisaged in the manifesto of '*Saubhagyaye Dekma*' (Vistas of Prosperity) and attend to fulfill the tasks that needed to be fulfilled in 2020.

100,000 number of Multy-Purpose Development Assistant posts were approved for the Development of Multy -Purpose Development Task Force with a view to provide quality labor to meet the Primary Grade Service Level requirement of the public sector. Accordingly, opportunity has been granted to all Ministries, Departments, Provincial Councils, Corporations and Statutory Boards to obtain the service of Multy-Purpose Development Task Force to cover the service requirements of Primary Grade Service Level posts.

Further, in order to accelerate the development process of the government, measures were taken to relax restrictions prevalent on making recruitments or filling vacant positions in the Public Sector while delegating the responsibility of efficient utilization of human resource to Secretaries of Line Ministries and Chief Secretary of Provincial Councils. Further, it was also emphasized that making recruitments to the government institutions should be based on a sound human resource plan and a succession plan.

As a result of the Cabinet re-shuffle in 2020 August, new state Ministries Portfolios were created in addition to the cabinet Ministries Portfolios while re-assigning some subjects between Cabinet and State Ministries Portfolios. Pursuant to the Re-shuffle, Management Services Department took necessary action to approve the necessary cadre for the Cabinet and State Ministries.

Challenges

1. Managing the human resource of the Public Sector to facilitate the implementation of ‘*Saubhagyaye Dekma*’ (Vistas of Prosperity) manifesto while preventing adverse effects on the economy due to further expansion of human resource of the Public Sector in Sri Lanka which stands at around 1.7 million.
2. Requirement of substantially increasing cadre when internationally recognized best criteria are benchmarked in order to identify common criteria that can be used to approve public sector cadre.
3. Dealing with requests for increasing salaries and allowances in proportion to the salary increases granted for various employee categories time to time

Future Goals

1. Conduct a comprehensive review on Provincial Public Service where the existence of underutilized staff is observed to be substantially high.
2. Efficient utilization of the human resource available in the entire Public Sector by managing cost to objectives included in the manifesto of ‘*Saubhagyaye Dekma*’ (Vistas of Prosperity)

Hiransa Kaluthantri

Director General

Department of Management Services

Chapter 03 - Overall Financial Performance for the Year

3.1 Statement of Financial Performance

ACA -F

Statement of Financial Performance for the period ended 31st December 2020

Rs.

| Budget (Current Year) | Note | Actual | | | |
|--------------------------|-------------------------------|-----------------|-------------------|-------------------|-------------|
| | | Current Year | Previous Year | | |
| - | | | | | |
| | | | | | |
| - | Revenue Receipts | - | - | | |
| - | Income Tax | 1 | - | } ACA-1 | |
| | Taxes on Domestic | | - | | |
| - | Goods & Services | 2 | - | | |
| | Taxes on International | | - | | |
| - | Trade | 3 | - | | |
| - | Non Tax Revenue & | | - | | |
| | Others | 4 | - | | |
| | Total Revenue Receipts | | | | |
| - | (A) | | - | | |
| - | Non Revenue Receipts | | - | | |
| - | Treasury Imprests | | 73,574,000 | 79,508,000 | ACA-3 |
| - | Deposits | | 47,885 | 44,427 | ACA-4 |
| - | Advance Accounts | | 6,561,891 | 6,559,868 | ACA-5/5(a) |
| - | Other Receipts | | 3,486,548 | 3,243,191 | |
| | Total Non Revenue | | | | |
| - | Receipts (B) | | 83,670,324 | 89,355,486 | |
| | Total Revenue Receipts | | | | |
| - | & Non Revenue | | 83,670,324 | 89,355,486 | |
| - | Receipts C = (A)+(B) | | | | |
| | Less: Expenditure | | | | |
| - | Recurrent Expenditure | | - | - | |
| | Wages, Salaries & Other | | | | |
| | Employment Benefits | 5 | 57,838,008 | 56,451,902 | } ACA-2(ii) |
| | Other Goods & Services | 6 | 17,679,293 | 19,863,997 | |
| | Subsidies, Grants and | | | | |
| | Transfers | 7 | 1,261,512 | 1,240,618 | |
| - | Interest Payments | 8 | - | - | |
| - | Other Recurrent | | - | - | |
| | Expenditure | 9 | - | - | |
| | Total Recurrent | | | | |
| | Expenditure (D) | | 76,778,813 | 77,556,517 | |

| | | | | |
|---|--|----|-------------------|-------------------|
| | Capital Expenditure | | | |
| | Rehabilitation & Improvement of Capital Assets | 10 | 12,581 | 99,878 |
| | Acquisition of Capital Assets | 11 | 101,600 | 335,640 |
| | Capital Transfers | 12 | - | - |
| - | Acquisition of Financial Assets | 13 | - | - |
| - | Capacity Building | 14 | - | 1,972,581 |
| | Other Capital Expenditure | 15 | - | - |
| | Total Capital Expenditure (E) | | 114,181 | 2,408,099 |
| | Main Ledger Expenditure (F) | | 4,635,780 | 5,441,104 |
| | Deposit Payments Advance | | 60,630 | 31,581 |
| | Payments | | 4,575,150 | 5,409,523 |
| | Total Expenditure G = (D+E+F) | | 81,528,774 | 85,405,721 |
| | Imprest Balance as at 31st December 2020 | | 2,141,551 | 3,949,765 |
| | H = (C-G) | | | |

ACA-2(ii)

ACA-4

ACA-5/5(a)

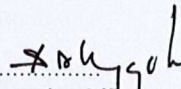
3.2 Statement of Financial Position


ACA-P

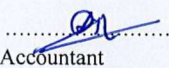
Statement of Financial Position As at 31st December 2020

| | Note | Actual | |
|-------------------------------------|------------|-------------------|-------------------|
| | | 2020 Rs | 2019 Rs |
| <u>Non Financial Assets</u> | | | |
| Property, Plant & Equipment | ACA-6 | 33,048,542 | 40,535,647 |
| <u>Financial Assets</u> | | | |
| Advance Accounts | ACA-5/5(a) | 13,054,062 | 15,040,803 |
| Unsettled Sub Imprest | | | 421,911 |
| Cash & Cash Equivalents | ACA-3 | - | - |
| Total Assets | | 46,102,604 | 55,998,361 |
| <u>Net Assets / Equity</u> | | | |
| Net Worth to Treasury | | 13,053,962 | 15,040,803 |
| Property, Plant & Equipment Reserve | | 33,048,542 | 40,535,647 |
| Rent and Work Advance Reserve | ACA-5(b) | | - |
| <u>Current Liabilities</u> | | | |
| Deposits Accounts | ACA-4 | 100 | - |
| Imprest Balance | ACA-3 | - | 421,911 |
| Total Liabilities | | 46,102,604 | 55,998,361 |

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 5 to 32 and Notes to accounts presented in pages from 33 to 40 form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Financial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.

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 Chief Accounting Officer
 Name : S.R. Attygalle
 Designation : Secretary
 Date : 20/02/2021

.....

 Accounting Officer
 Name : Hiransa Kaluthantri
 Designation : Director General
 Date : 19/02/2021

.....

 Accountant
 Name : N.D.G. Madushanka
 Date : 19/02/2021

S. R. Attygalle
 Secretary to the Treasury and
 Secretary to the Ministry of Finance
 The Secretariat
 Colombo 01

Hiransa Kaluthantri
 Director General
 Department of Management Services
 General Treasury
 Colombo - 01.

N. D. G. MADUSHANKA
 Accountant
 Department of Management Services
 General Treasury
 Colombo - 01

3.3 Statement of Cash Flows

ACA-C

Statement of Cash Flows for the Period ended 31st December - 2020

| | Actual | |
|--|---------------------|----------------------|
| | Current Year Rs. | Previous Year Rs. |
| <u>Cash Flows from Operating Activities</u> | | - |
| Total Tax Receipts | - | - |
| Fees, Fines, Penalties and Licenses | - | - |
| Profit | - | - |
| Non Revenue Receipts | 3,486,548 | 3,243,191 |
| Imprest Received | 73,574,000 | 79,508,000 |
| Total Cash generated from Operations (a) | 77,060,548 | 82,751,191 |
| <u>Less - Cash disbursed for:</u> | | |
| Personal Emoluments & Operating Payments | 75,400,291 | 76,164,654 |
| Subsidies & Transfer Payments | 1,261,512 | 1,240,618 |
| Expenditure on Other Heads | 744,388 | 847,028 |
| Election Advance | - | 421,911 |
| Imprest Settlement to Treasury | 134,677 | 1,320,112 |
| Total Cash disbursed for Operations (b) | 77,540,869 | 79,994,323 |
| NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b) | (480,320) | 2,756,869 |
| <u>Cash Flows from Investing Activities</u> | | |
| Interest | | - |
| Dividends | | - |
| Divestiture Proceeds & Sale of Physical Assets | | - |
| Recoveries from On Lending | 2,762,559 | 3,798,884 |
| Total Cash generated from Investing Activities (d) | 2,762,559 | 3,798,884 |
| <u>Less - Cash disbursed for:</u> | | |
| Purchase or Construction of Physical Assets & Acquisition of | 114,181 | 2,408,099 |
| Other Investment | 2,155,313 | 4,160,499 |
| Total Cash disbursed for Investing Activities (e) | 2,269,494 | 6,568,598 |
| NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e) | 493,065 | (2,769,714) |

| | | |
|---|-----------------|-----------------|
| NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f) | 12,745 | (12,845) |
| <u>Cash Flows from Financing Activities</u> | | |
| Local Borrowings | - | - |
| Foreign Borrowings | - | - |
| Grants Received | - | - |
| Deposit Received | 47,885 | 44,427 |
| Total Cash generated from Financing Activities (h) | 47,885 | 44,427 |
| <u>Less - Cash disbursed for:</u> | | |
| Repayment of Local Borrowings | - | - |
| Repayment of Foreign Borrowings | - | - |
| Deposit Payment | 60,630 | 31,582 |
| Total Cash disbursed for Financing Activities (i) | 60,630 | 31,582 |
| NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i) | (12,745) | 12,845 |
| Net Movement in Cash (k) = (g) -(j) | - | - |
| Opening Cash Balance as at 01st January | - | - |
| Closing Cash Balance as at 31st December | - | - |

3.4 Notes to the Financial Statements

3.5 Performance of the Revenue Collection

Rs. ,000

| Revenue Code | Description of the Revenue Code | Revenue Estimate | | Collected Revenue | |
|--------------|---------------------------------|------------------|-------|-------------------|----------------------------------|
| | | Original | Final | Amount (Rs.) | as a % of Final Revenue Estimate |
| - | - | - | - | - | - |

3.6 Performance of the Utilization of Allocation

Rs. ,000

| Type of Allocation | Allocation | | Actual Expenditure | Allocation Utilization as a % of Final Allocation |
|--------------------|------------|--------|--------------------|---|
| | Original | Final | | |
| Recurrent | 83,200 | 83,200 | 76,778 | 92.28 |
| Capital | 1,350 | 1,350 | 114 | 8.44 |

3.7 In terms of F.R.208 grant of allocations for expenditure to this Department/District Secretariat/Provincial Council as an agent of the other Ministries/ Departments

Rs. ,000

| No. | Allocations received from which Ministry/ Department | Purpose of Allocation | Allocations | | Actual Expenditure | Allocation Utilization as a % of Final Allocation |
|-----|---|--|-------------|-------|--------------------|---|
| | | | Original | Final | | |
| 1. | Ministry of Finance, Economy and Policy Development | Payment of Allowance for Graduate Trainees | 240 | 240 | 140 | 58.33 |
| 2. | Ministry of Public Services, Provincial Councils and Local Government | Payment of Allowance for Graduate Trainees | 240 | 240 | 100 | 41.66 |
| 3. | Election Commission of Sri Lanka | Payment for Staff on Election Duties in Presidential Election - 16.11.2019 | 504 | 504 | 504 | 100 |

3.8 Performance of the Reporting of Non Financial Assets

Rs. ,000

| Assets Code | Code Description | Balance as per Board of Survey Report as at 31.12.2020 | Balance as per financial Position Report as at 31.12.2020 | Yet to be Accounted | Reporting Progress as a % |
|-------------|-------------------------|--|---|---------------------|---------------------------|
| 9151 | Building and Structures | - | - | - | - |
| 9152 | Machinery and Equipment | 33,048 | 33,048 | - | 100 |
| 9153 | Land | - | - | - | - |
| 9154 | Intangible Assets | - | - | - | - |
| 9155 | Biological Assets | - | - | - | - |
| 9160 | Work in Progress | - | - | - | - |
| 9180 | Lease Assets | - | - | - | - |



ජාතික විගණන කාර්යාලය
தேசிய கணக்காய்வு அலுவலகம்
NATIONAL AUDIT OFFICE



මගේ අංකය } විආර්ථ/පි/විපමපස්/2020/එස්/02 } මගේ අංකය }
 எனது இல. } Your No. }

දිනය } 2021 ජූනි 16 දින }
 திகதி } Date }

ගණන්දීමේ නිලධාරී
 කළමනාකරන සේවා දෙපාර්තමේන්තුව

කළමනාකරන සේවා දෙපාර්තමේන්තුවේ 2020 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන පිළිබඳව 2018 අංක 19 දරන ජාතික විගණන පනතේ 11 (1) වගන්තිය ප්‍රකාරව විගණකාධිපති සම්පිණ්ඩන වාර්තාව.

1. මූල්‍ය ප්‍රකාශන

1.1 මතය

කළමනාකරන සේවා දෙපාර්තමේන්තුවේ 2020 දෙසැම්බර් 31 දිනට මූල්‍ය තත්ත්වය ප්‍රකාශය, එදිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය කාර්යසාධන ප්‍රකාශය හා මුදල් ප්‍රවාහ ප්‍රකාශවලින් සමන්විත 2020 දෙසැම්බර් 31 දිනෙන් අවසන් වර්ෂය සඳහා වූ මූල්‍ය ප්‍රකාශන 2018 අංක 19 දරන ජාතික විගණන පනතේ විධිවිධාන සමඟ සංයෝජිතව කියවිය යුතු ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(1) ව්‍යවස්ථාවේ ඇතුළත් විධිවිධාන ප්‍රකාර මාගේ විධානය යටතේ විගණනය කරන ලදී. 2018 අංක 19 දරන ජාතික විගණන පනතේ 11(1) වගන්තිය ප්‍රකාරව කළමනාකරන සේවා දෙපාර්තමේන්තුව වෙත ඉදිරිපත් කරනු ලබන මෙම මූල්‍ය ප්‍රකාශන පිළිබඳව මාගේ අදහස් දැක්වීම් හා නිරීක්ෂණයන් මෙම වාර්තාවේ සඳහන් වේ. ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ආණ්ඩුක්‍රම ව්‍යවස්ථාවේ 154(6) ව්‍යවස්ථාව සමඟ සංයෝජිතව කියවිය යුතු 2018 අංක 19 දරන ජාතික විගණන පනතේ 10 වගන්තිය ප්‍රකාරව ඉදිරිපත් කළ යුතු විගණකාධිපති වාර්තාව යථා කාලයේදී පාර්ලිමේන්තුව වෙත ඉදිරිපත් කරනු ලැබේ.

කළමනාකරන සේවා දෙපාර්තමේන්තුවේ මූල්‍ය ප්‍රකාශනවලින් 2020 දෙසැම්බර් 31 දිනට කළමනාකරන සේවා දෙපාර්තමේන්තුවේ මූල්‍ය තත්ත්වය සහ එදිනෙන් අවසන් වර්ෂය සඳහා මූල්‍ය කාර්යසාධනය හා මුදල් ප්‍රවාහ ප්‍රකාශය පොදුවේ පිළිගත් ගිණුම්කරණ මුලධර්මවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කරන බව මා දරන්නා වූ මතය වේ.



1.2 මතය සඳහා පදනම

ශ්‍රී ලංකා විගණන ප්‍රමිතීන්ට (ශ්‍රී.ලං.වි.ප්‍ර) අනුකූලව මා විගණනය සිදු කරන ලදී. මෙම විගණන ප්‍රමිතීන් යටතේ වූ මාගේ වගකීම, මෙම වාර්තාවේ මූල්‍ය ප්‍රකාශන විගණනය සම්බන්ධයෙන් විගණකගේ වගකීම 'යන කොටසේ තවදුරටත් විස්තර කර ඇත. මාගේ මතය සඳහා පදනමක් සැපයීම උදෙසා මා විසින් ලබා ගෙන ඇති විගණන සාක්ෂි ප්රමාණවත් සහ උචිත බව මාගේ විශ්වාසයයි.

1.3 මූල්‍ය ප්‍රකාශන සම්බන්ධයෙන් ගණන්දීමේ නිලධාරීගේ වගකීම

පොදුවේ පිළිගත් ගිණුම්කරණ මූලධර්මවලට අනුකූලව හා 2018 අංක 19 දරන ජාතික විගණන පනතේ 38 වගන්තියේ සඳහන් විධිවිධානවලට අනුකූලව සත්‍ය හා සාධාරණ තත්ත්වයක් පිළිබිඹු කෙරෙන පරිදි මූල්‍ය ප්‍රකාශන පිළියෙල කිරීම හා වංචා සහ වැරදි හේතුවෙන් ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොරව මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකි වනු පිණිස අවශ්‍යවන අභ්‍යන්තර පාලනය තීරණය කිරීම ගණන්දීමේ නිලධාරීගේ වගකීම වේ. 2018 අංක 19 දරන ජාතික විගණන පනතේ 16(1) වගන්තිය ප්‍රකාරව දෙපාර්තමේන්තුව විසින් වාර්ෂික හා කාලීන මූල්‍ය ප්‍රකාශන පිළියෙල කිරීමට හැකිවන පරිදි ස්වකීය ආදායම්, වියදම්, වත්කම් හා බැරකම් පිළිබඳ නිසි පරිදි පොත්පත් හා වාර්තා පවත්වා ගෙන යා යුතුය.

ජාතික විගණන පනතේ 38(1)(ඇ) උප වගන්තිය ප්‍රකාරව දෙපාර්තමේන්තුවේ මූල්‍ය පාලනය සඳහා සඵලදායී අභ්‍යන්තර පාලන පද්ධතියක් සකස් කර පවත්වා ගෙන යනු ලබන බවට ගණන්දීමේ නිලධාරී සහතික විය යුතු අතර එම පද්ධතියේ සඵලදායීත්වය පිළිබඳව කලින් කල සමාලෝචනයක් සිදු කර ඒ අනුව පද්ධතිය ඵලදායී ලෙස කරගෙන යාමට අවශ්‍ය වෙනස්කම් සිදු කරනු ලැබිය යුතුය.

1.4 මූල්‍ය ප්‍රකාශන විගණනය පිළිබඳ විගණකගේ වගකීම

සමස්ථයක් ලෙස මූල්‍ය ප්‍රකාශන, වංචා හා වැරදි හේතුවෙන් ඇතිවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් තොර බවට සාධාරණ තහවුරුවක් ලබාදීම සහ මාගේ මතය ඇතුළත් විගණන වාර්තාව නිකුත් කිරීම මාගේ අරමුණ වේ. සාධාරණ සහතිකවීම උසස් මට්ටමේ සහතිකවීමක් වන නමුත්, ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනය සිදු කිරීමේදී එය සැම විටම ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් ආවරණය කර ගන්නා බවට වන තහවුරු කිරීමක් නොවනු ඇත. වංචා සහ



වැරදි තනි හෝ සාමූහික ලෙස බලපෑම නිසා ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් ඇති විය හැකි අතර, එහි ප්‍රමාණාත්මක භාවය මෙම මූල්‍ය ප්‍රකාශන පදනම් කර ගනිමින් පරිශීලකයන් විසින් ගනු ලබන ආර්ථික තීරණ කෙරෙහි වන බලපෑම මත රඳා පවතී .

ශ්‍රී ලංකා විගණන ප්‍රමිති ප්‍රකාරව විගණනයේ කොටසක් ලෙස මා විසින් විගණනයේදී වෘත්තීය විනිශ්චය සහ වෘත්තීය සැකමුසුබවින් යුතුව ක්‍රියා කරන ලදී . මා විසින් තවදුරටත් ,

- ප්‍රකාශ කරන ලද විගණන මතයට පදනමක් සපයා ගැනීමේදී වංචා හෝ වැරදි හේතුවෙන් මූල්‍ය ප්‍රකාශනවල ඇති විය හැකි ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන් ඇතිවීමේ අවදානම් හඳුනාගැනීම හා තක්සේරු කිරීම සඳහා අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කර ක්‍රියාත්මක කරන ලදී. වරදවා දැක්වීම් හේතුවෙන් සිදුවන ප්‍රමාණාත්මක සාවද්‍ය ප්‍රකාශනයන්ගෙන් සිදුවන බලපෑමට වඩා වංචාවකින් සිදුවන්නාවූ බලපෑම ප්‍රබල වන්නේ ඒවා දුස්සන්ධානයෙන්, ව්‍යාජ ලේඛන සැකසීමෙන්, වේතාන්විත මහභරීමෙන්, වරදවා දුක්වීමෙන් හෝ අභ්‍යන්තර පාලනයන් මහභරීමෙන් වැනි හේතු නිසා වන බැවිනි.
- අභ්‍යන්තර පාලනයේ සඵලදායීත්වය පිළිබඳව මතයක් ප්‍රකාශ කිරීමේ අදහසින් නොවූවද , අවස්ථාවෝචිතව උචිත විගණන පරිපාටි සැලසුම් කිරීම පිණිස අභ්‍යන්තර පාලනය පිළිබඳව අවබෝධයක් ලබා ගන්නා ලදී .
- හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල ව්‍යුහය සහ අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණ අයුරින් මූල්‍ය ප්‍රකාශනවල ඇතුළත් බව ඇගයීම.
- මූල්‍ය ප්‍රකාශනවල ව්‍යුහය හා අන්තර්ගතය සඳහා පාදක වූ ගනුදෙනු හා සිද්ධීන් උචිත හා සාධාරණව ඇතුළත් වී ඇති බව සහ හෙළිදරව් කිරීම් ඇතුළත් මූල්‍ය ප්‍රකාශනවල සමස්ථ ඉදිරිපත් කිරීම අගයන ලදී .

මාගේ විගණනය තුළදී හඳුනාගත් වැදගත් විගණන සොයාගැනීම්, ප්‍රධාන අභ්‍යන්තර පාලන දුර්වලතා හා අනෙකුත් කරුණු පිළිබඳව ගණන්දීමේ නිලධාරී දැනුවත් කරමි .



1.5 වෙනත් නෛතික අවශ්‍යතා පිළිබඳ වාර්තාව

2018 අංක 19 දරන ජාතික විගණන පනතේ 6(ඇ) වගන්තිය ප්‍රකාරව පහත සඳහන් කරුණු මා ප්‍රකාශ කරමි.

- (අ) මූල්‍ය ප්‍රකාශන ඉකුත් වර්ෂය සමඟ අනුරූප වන බවට,
- (ආ) ඉකුත් වර්ෂයට අදාළ මූල්‍ය ප්‍රකාශන පිළිබඳව මා විසින් කර තිබුණු නිර්දේශ ක්‍රියාත්මක කර තිබුණි.

2. මූල්‍ය සමාලෝචනය

2.1 අග්‍රිම කළමනාකරණය

2020 වර්ෂය සඳහා දෙපාර්තමේන්තුව සකස් කරන ලද අග්‍රිම සැලසුම අනුව, දෙසැම්බර් මාසයේ භාණ්ඩාගාරයෙන් ඉල්ලුම් කල යුතු අග්‍රිමය රු. 8,680,000 ක් වූ අතර ඉල්ලුම් කල අග්‍රිමය රු. 10,548,000 ක් වීම හේතුවෙන් රු.1,868,000 ක විචලතාවයන් නිරීක්ෂණය වූ අතර , එය ඉල්ලුම් කල යුතු අග්‍රිමයෙන් සියයට 22 ක ප්‍රතිශතයක් ගනු ලැබීය.

2.2 වියදම් කළමනාකරණය

අ. සමාලෝචිත වර්ෂයේ මූලධන වියදම් සඳහා රු. 1,350,000 ප්‍රතිපාදන වෙන් කර ගෙන තිබුණු අතර වර්ෂයේ සත්‍ය වියදම රු. 114,181 ක් වීම හේතුවෙන් ප්‍රතිපාදන ඉතිරිවීම් ශුද්ධ ප්‍රතිපාදනයෙන් සියයට 92 ක් වී තිබුණි.

ආ. ප්‍රතිපාදන මාරු කිරීම් සහ මු.රෙ.

2020 වර්ෂයෙහි, 1101 පුනරාවර්තන වැය විෂය යටතේ රු.18,000 ක් හා 1402 වැය විෂය යටතේ රු.1,000,000 වූ ප්‍රතිපාදන මු.රෙ.66-69 අනුව, සියයට 08 කින් හා සියයට 07 කින් වැඩි කිරීම් සිදු කර තිබුණි.

ඇ. නිෂ්ඵල වූ ප්‍රතිපාදන

1101 හා 2401 යන වැය විෂයයන් යටතේ මුළු ඇස්තමේන්තු ප්‍රතිපාදන පිළිවෙලින් රු.100,000 හා රු.150,000 ක මුදලක් වර්ෂය අවසානයේ වියදම් නොකර ඉතිරි වී තිබුණි.



ඇ. අධි ප්‍රතිපාදන සලසා ගැනීම

සමාලෝචිත වර්ෂයේදී වැය විෂයයන් 10 ක් සඳහා රු.මිලියන 8.032 ක අධි ප්‍රතිපාදන සලසා තිබීම නිසා එම ප්‍රතිපාදන උපයෝජනය කළ පසු රු.මිලියන 2.95 ක ප්‍රතිපාදන ඉතිරි වී තිබුණි. එම ඉතිරිය සලසා තිබුණු ශුද්ධ ප්‍රතිපාදනයෙන් සියයට 10 ක සිට සියයට 99 ක පරාසයක ප්‍රමාණයක් වී තිබුණි.

2.3 බැරකම් හා බැඳීම්වලට එළඹීම

රු.30,891 ක බැරකම් මූල්‍ය ප්‍රකාශනවල ගිණුම්ගත වී හෝ බැරකම් ලේඛණයේ සටහන් වී හෝ නොමැති බව නිරීක්ෂණය විය.

2.4 නීති, රීති හා රෙගුලාසිවලට අනුකූල නොවීම

රාජ්‍ය මුදල් වක්‍රලේඛ අංක 2/2020 හි 10.1 ඡේදයට අනුගතව රාජ්‍ය ගිණුම දෙපාර්තමේන්තුව විසින් නිකුත් කල මාර්ගෝපදේශ අංක 6 ඡේදය ප්‍රකාරව මුදල් ප්‍රවාහ ප්‍රකාශය දළ පදනමට සැකසිය යුතු වුවද, එය මුදල් පදනමට සැකසීම මත අත්තිකාරම් ලැබීම් හා ගෙවීම් පිළිවෙලින් රු. 5,182,395 හා රු. 4,575,149 ක් වුවද, එය මුදල් පදනමට සැකසීම නිසා ලැබීම් හා ගෙවීම් පිළිවෙලින් රු. 2,419,836 හා රු. 2,419,836 ක් ලෙස අඩුවෙන් දක්වා තිබුණි.

3. මෙහෙයුම් සමාලෝචනය

3.1 කාර්යසාධනය

3.1.1. සැලැස්ම කිරීම

2014 පෙබරවාරි 17 දිනැති අංක 01/2014 දරන රාජ්‍ය මුදල් වක්‍රලේඛය 3 (අ) ප්‍රකාරව සමාලෝචිත වර්ෂය සඳහා ක්‍රියාකාරී සැලැස්ම පිළියෙල කිරීමේදී වර්ෂයට අදාල අනුමත කාර්යමණ්ඩලය හා දැනට සිටින කාර්යමණ්ඩලය, වාර්ෂික ක්‍රියාකාරකම් සඳහා වන අක්මුදල් අවශ්‍යතා සැලැස්ම, වර්ෂය තුළ වාර්ෂික අයවැය පදනම් කරගත් ප්‍රමුඛතා අනුව සකස් කල ක්‍රියාකාරී සැලැස්ම තුළ අන්තර්ගත කර නොතිබුණි.



3.1.2. කාර්යභාරයන් ඉටු නොකිරීම

අ. වාර්ෂික ක්‍රියාකාරී සැලැස්ම තුළ ස්ථාපිත කර තිබූ පහත සඳහන් අරමුණු හා ඒ හා සම්බන්ධ කාර්යසාධන දර්ශක දෙපාර්තමේන්තුව විසින් ඉටු කර ගෙන නොමැති බව නිරීක්ෂණය විය.

i. 2017.08.15 දිනැති අමාත්‍ය මණ්ඩල තීරණයකට අනුව , කාර්තුමය වශයෙන් යාවත්කාලීන කරන ලද සේවක තොරතුරු, අමාත්‍ය මණ්ඩලයට ඉදිරිපත් කිරීම යටතේ පිහිටුවා ඇති 2019 සහ 2020 වර්ෂවල දෙවන තෙවන හා සිව්වන කාර්තුවල, සේවක වාර්තා ඉදිරිපත් කිරීම .

ආ. 2019.12.31 දිනට රාජ්‍ය සේවා මානව සම්පත් තොරතුරු ප්‍රසිද්ධ කිරීම හා 2020 වර්ෂයේ රාජ්‍ය සේවා මානව සම්පත් සම්බන්ධ තොරතුරු ඇතුළත් කරමින්, දෙපාර්තමේන්තුවේ ප්‍රකාශන යාවත්කාලීන කිරීම, වාර්ෂික ක්‍රියාකාරී සැලැස්මේ 05 වන අරමුණ ලෙස පිහිටුවා තිබුණද ඒ සම්බන්ධව ක්‍රියාකර නොතිබුණි.

ඇ. දෙපාර්තමේන්තුවේ වෙබ් අඩවිය යාවත්කාලීන නොකිරීම .

- 2020 වර්ෂය සඳහා වූ ක්‍රියාකාරී සැලැස්ම වෙබ් අඩවිය තුළ ඇතුළත්ව නොතිබුණි.
- 2018 න් පසු කාර්යසාධන වාර්තා ඇතුළත්ව නොතිබුණි.
- 2018 දෙවන කාර්තුවෙන් පසු රාජ්‍ය සේවා මානව සම්පත පිළිබඳ තොරතුරු දෙපාර්තමේන්තුවේ වෙබ් අඩවියේ ප්‍රකාශන තුළ ඇතුළත්ව නොවීම ..

4. මානව සම්පත් කළමනාකරණය

4.1 අනුයුක්ත කාර්ය මණ්ඩලය, තරා කාර්ය මණ්ඩලය හා පුද්ගල පඩිනඩි සඳහා වියදම

අ. සමාලෝචිත වර්ෂය වෙනුවෙන් දෙපාර්තමේන්තුව විසින් පුද්ගල පඩිනඩි වෙනුවෙන් රු. 57,838,008 වැය කර තිබුණි

ආ. ජ්‍යෙෂ්ඨ මට්ටමේ පුරප්පාඩු වී පවතින මානව සම්පත් කළමනාකරණ විශේෂඥ තනතුර, වැඩ අධ්‍යයන විශේෂඥ තනතුර හා නියෝජ්‍ය අධ්‍යක්ෂ / සහකාර අධ්‍යක්ෂ තනතුරු



02ක්, 2019 වර්ෂයේ සිට පැවත එන අතර ජ්‍යෙෂ්ඨ මට්ටමේ පුරප්පාඩු, ජ්‍යෙෂ්ඨ මට්ටමේ අනුමත සේවක සංඛ්‍යාවෙන් සියයට 40 ක ප්‍රතිශතයක් ගන්නා බැවින් එය දෙපාර්තමේන්තුවේ කාර්යසාධනයට බලපෑ හැකි බව නිරීක්ෂණය විය.

ඇ. තවද ද්විතීක මට්ටමේ සංවර්ධන නිලධාරී තනතුරු 03 ක් ද, කළමනාකරණ සේවා නිලධාරී 02 ක් හා ප්‍රාථමික මට්ටමේ පුරප්පාඩු වී පවතින රියදුරු තනතුරු 02 ක් හා කාර්යාල කාර්ය සහයක තනතුරු 01 ක් ලෙස තනතුරු 8 ක්ද පුරප්පාඩුව පැවතුණි.

එස්.එම්.ඩී.එස්. සුදීෂ් රෝහිත
නියෝජ්‍ය විගණකාධිපති
විගණකාධිපති වෙනුවට

Chapter 04–Performance indicators

4.1 Performance Indicators of the Institute (Based on the Action Plan)

| Specific Indicators | Actual output as a percentage (%) of the expected output | | |
|--|--|-------------|-------------|
| | 100%- 90% | 75%- 89% | 50%- 74% |
| Review of cadre of Department of Railways | | | √ |
| Review of cadre of Department of Posts | | | √ |
| No. of schools in Uva Province for which optimum cadre was identified | | | √ |
| No. of schools in Northern Province for which optimum cadre was identified | | | √ |
| No. of Government Development Projects for which cadre review was conducted | | | √ |
| Quarterly Reports on Cadre submitted to the Cabinet of Ministers | | | √ |
| No. of Departmental Publications published | | | √ |
| Review of Guidelines on Schemes of Recruitment approved for Government Statutory Institutions | | √ | |
| No. of Cabinet Memorandums for which observations were made | √ | | |
| Issue of circulars as required | √ | | |
| No. of ministries, departments, corporations, statutory boards and state enterprises for which new cadre positions were approved | | √ | |
| No. of Schemes of Recruitment approved and revised for Government Statutory Institutions | | √ | |

Key tasks entrusted to the Department i.e. cadre review and preparation of analysis reports on cadre information specified in the Action Plan -2020 are based on sub tasks such as gathering information from relevant institutions, discussing with relevant parties and ascertaining information through field probes when necessary. COVID 19 pandemic condition prevailing in the country since March 2020 hindered proper functioning of the office and prevented arranging these sub tasks. As a result, expected output could not be achieved.

Nevertheless, the Department was able to carry out its duties such as making observations for cabinet memoranda, attending to requests received from other government institutions for creating cadre positions and approving and amending schemes of recruitment by engaging the limited staff available at that time to ensure functioning of the office.

Chapter 05- Performance in achieving Sustainable Development Goals (SDG)

5.1 Identified Sustainable Development Goals relevant to the Department

| Goal / Objective | Targets | Indicators of the achievement | Progress of the Achievement to date | | |
|--|--|---|-------------------------------------|-------------|--------------|
| | | | 0%- 49% | 50%- 74% | 75%- 100% |
| 01 : End poverty in all its forms everywhere | 1 : create sound policy frameworks at the national, regional and international levels, based on pro-poor and gender-sensitive development strategies, to support accelerated investment in poverty eradication actions | Proportion of government employment in specific sectors that disproportionately benefit women, the poor and vulnerable groups | | √ | |
| | 2 : Ensure significant mobilization of resources from a variety of sources, including through enhanced development cooperation, in order to provide adequate and predictable means to implement programmes and policies to end poverty in all its dimensions | Proportion of public sector human resources allocated by the government directly to poverty reduction programmes | | | √ |

| | | | | | |
|--|--|---|--|---|---|
| 03 : Ensure healthy lives and promote well-being for all at all ages | 1 : Substantially increase health financing and the recruitment, development, training and retention of the health workforce | Health worker density and distribution | | | √ |
| 04 : Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all | 1 : By 2030, substantially increase the supply of qualified teachers, through international cooperation for teacher training | Proportion of teachers in: (a) pre-primary; (b) primary; (c) lower secondary; and (d) upper secondary education who have received at least the minimum organized teacher training pre-service or in-service required for teaching at the relevant level | | √ | |
| 08 : Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all | 1 : By 2030, achieve full and productive employment and decent work for all women and men, including for young people and persons with disabilities | Unemployment rate, by sex, age and persons with disabilities | | √ | |
| 09 : Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation | 1 : Promote inclusive and sustainable industrialization and, by 2030, significantly raise industry's share of employment, in line with national circumstances | State manufacturing sector employment in proportion to total public sector employment | | √ | |

5.2 Achieving Sustainable Development Goals and associated challenges

Achievement of Goals

Pandemic situation experienced due to spread of COVID 19 obstructed implementation of majority of programs by the Department of Management Services in 2020 as expected. It also affected achievement of sustainable development goals.

Despite such adverse circumstances, measures were taken in 2020 to create 100,000 carder positions of Multi-purpose Development Office Assistant for the Department of Multi-purpose Development Task Force in order to implement the policy on poverty alleviation by the new government through recruitment of members of low income families to the Public Service. Through this particular step, the Department could contribute towards achievement of objectives of poverty alleviation.

Approval was granted to meet the new human resource requirement identified by the health sector in Sri Lanka to combat pandemic of COVID unexpectedly spread all over the world in 2020. The Department thus shouldered the task of achieving objectives of health and well-being.

Probe into the requests made to this Department by various ministries, departments and statutory bodies reveals that the Department has made decisions in such way that such decisions assist achievement of sustainable development goals identified by the Department.

Challenges

Selections for the posts approved for the Public Sector are made in accordance with approved schemes of recruitment and therefore, an assurance could not be given that only low income recipients are selected for the relevant posts, in selecting personnel based on qualifications stipulated in the schemes of recruitment.

The concept of popular schools that has engulfed the education sector in Sri Lanka has prevented proper distribution of trained teachers in the country.

Public sector lacks an alluring salary structure to offer in selecting creative and highly skilled human resources for its manufacturing sector that can compete with the attractive remuneration structure (salary, wages and allowances) offered by the private sector.

Chapter 06- Human Resource Profile

06.1 Cadre Management

| | Approved Cadre | Existing Cadre | Vacancies / (Excess) |
|-----------|----------------|----------------|----------------------|
| Senior | 24 | 15 | 09 |
| Territory | 02 | 02 | 00 |
| Secondary | 44 | 39 | 05 |
| Primary | 18 | 15 | 03 |

6.2 Impact of vacancies in the approved cadre on performance

| | | |
|-------------------------------------|--------------------------------------|----|
| Senior Level: Vacant Posts - | Additional Director General | 01 |
| | Human Resource Management Specialist | 01 |
| | Work Study Specialist | 01 |
| | Statistician | 01 |
| | Deputy Director/Assistant Director | 05 |

Directors and Deputy Directors / Assistant Directors currently in service were assigned to cover the duties of the vacant posts of Additional Director General and Deputy Director / Assistant Director and they were able to attend to such duties outside their normal working hours. Therefore, performance was not affected.

Officers with required expertise could not be recruited for the posts of Human Resource Management Specialist, Work Study Specialist and Statistician and therefore, these posts remained vacant in 2020 as well.

| | | |
|---------------------------------------|-----------------------------|----|
| Secondary Level: Vacant Posts- | Development Officer | 03 |
| | Management Services Officer | 02 |

One trainee who is undergoing training under recruitment of Graduate Trainees in 2019 has been engaged in relevant duties. She is due to be attached to a vacant position after being appointed to the Development Officers' Service. Requests have been made to the Appointing and Administrative Authority to fill other vacant positions of Development Officer and Management Services Officer. Steps were taken to engage officers currently in service to execute duties in vacant positions.

Primary Level: Vacant Posts- Driver 02
 KKS 01

Two vacancies existed in the post of Driver in the vehicle pool and other Drivers and KKS were used to discharge duties relevant to the posts of Driver and KKS.

6.3 Capacity Development of the Staff

| Name of the Program | No. of staff trained | Duration of the program | Total Investment (Rs. Mn) | | Nature of the Program (Abroad/ Local) | Output/Knowledge gained |
|-----------------------------------|----------------------|-------------------------|---------------------------|---------|---------------------------------------|-------------------------------|
| | | | Local | Foreign | | |
| Diploma in English for Employment | 02 | 01 year | - | - | Local | Improved knowledge in English |

In compliance with Public Administration Circular No. 02/2018 dated 24.01.2018, all the staff of the Department were due to be sent for identified training programs as per the Human Resource Development Plan, but COVID 19 pandemic prevailed during 2020 prevented implementation of such programs as scheduled.

Chapter 07–Compliance Report

| No. | Applicable Requirement | Compliance Status (Complied/Not Complied) | Brief explanation for Non Compliance | Corrective actions proposed to avoid non-compliance in future |
|-----------|---|--|--------------------------------------|---|
| 01 | The following Financial statements/accounts have been submitted on due date: | | | |
| 1.1 | Annual financial statements | Complied | | |
| 1.2 | Advance to Public Officers Account | Complied | | |
| 1.3 | Trading and Manufacturing Advance Accounts (Commercial Advance Accounts) | Not Relevant | | |
| 1.4 | Stores Advance Accounts | Not Relevant | | |
| 1.5 | Special Advance Accounts | Not Relevant | | |
| 1.6 | Others | Not Relevant | | |
| 02 | Maintenance of Books and Registers (FR445) | | | |
| 2.1 | Fixed Assets Register has been maintained and updated in terms of Public Administration Circular 267/2018 | Complied | | |
| 2.2 | Personal Emoluments Register/ Personal Emoluments Cards has been maintained and updated | Complied | | |
| 2.3 | Register of Audit Queries has been maintained and updated | Complied | | |
| 2.4 | All monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date | Complied | | |
| 2.5 | Register for Cheques and Money Orders has been maintained and updated | Complied | | |
| 2.6 | Inventory Register has been maintained and updated | Complied | | |
| 2.7 | Stocks Register has been maintained and updated | Complied | | |
| 2.8 | Register of Losses has been maintained and updated | Complied | | |
| 2.9 | Commitment Register has been maintained and updated | Complied | | |

| | | | | |
|-----------|--|--------------|---|---|
| 2.10 | Register of Counterfoil Books (GA – N20) has been maintained and updated | Complied | | |
| 03 | Delegation of functions for financial control (FR 135) | | | |
| 3.1 | The financial authority has been delegated within the institute | Complied | | |
| 3.2 | The delegation of financial authority has been communicated within the institute | Complied | | |
| 3.3 | The authority has been delegated in such manner so as to pass each transaction through two or more officers | Complied | | |
| 3.4 | The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package | Complied | | |
| 04 | Preparation of Annual Plans | | | |
| 4.1 | The Annual Action Plan has been prepared | Complied | | |
| 4.2 | The Annual Internal Audit Plan has been prepared | Complied | | |
| 4.3 | The Annual Estimate has been prepared and submitted to the NBD on due date | Complied | | |
| 4.4 | The annual estimate has been prepared and submitted to the NBD on due date | Complied | | |
| 05 | Audit Queries | | | |
| 5.1 | All audit queries have been replied within the specified time by the Auditor General | Complied | | |
| 06 | Internal Audit | | | |
| 6.1 | Internal Audit Plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2)) DMA/1-2019 | Complied | | |
| 6.2 | All internal audit reports have been replied within one month | Not Complied | Two internal audit queries have been answered after some delay. | Pursuing action to point out the need to answer audit queries within given time in Audit and Management Committee meeting |
| 6.3 | Copies of all internal audit reports have been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No. 19 of 2018 | Complied | | |

| | | | | |
|-----------|--|----------|---|--|
| 6.4 | Copies of all internal audit reports have been submitted to the Auditor General in terms of Financial Regulation 134(3) | Complied | | |
| 07 | Audit and Management Committee | | | |
| 7.1 | Minimum 04 meetings of the Audit and Management Committee have been held during the year as per the DMA Circular 1-2019 | Complied | As per the letter dated 02.06.2020 issued by the Dept. of Management Services on holding Audit and Management Committee Meetings, an exemption was granted for the requirement of holding Audit and Management Committee Meetings on quarterly basis due to COVID 19 pandemic. Accordingly, 02 Audit and Management Committee Meetings were held. | |
| 08 | Asset Management | | | |
| 8.1 | The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017 | Complied | | |
| 8.2 | A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid circular | Complied | | |
| 8.3 | The board of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016 | Complied | | |
| 8.4 | The excesses and deficits that were disclosed through the board of survey have been reported and other related recommendations made during the period specified in the circular | Complied | | |
| 8.5 | The disposal of condemned articles had been carried out in terms of FR 772 | Complied | | |

| | | | | |
|-----------|--|--------------|--|--|
| 09 | Vehicle Management | | | |
| 9.1 | The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date | Not Complied | Submitted to the Auditor General, but not on due date | Taking action to submit on due dates in future. |
| 9.2 | The condemned vehicles had been disposed of within a period of less than 6 months after condemning | Not Relevant | | |
| 9.3 | The vehicle logbooks had been maintained and updated | Complied | | |
| 9.4 | The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident | Complied | | |
| 9.5 | The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016 | Complied | | |
| 9.6 | The absolute ownership of the leased vehicle log books has been transferred after the lease term | Not Complied | Taking action on transfer of 03 vehicles of which lease term is over | Making entries in the Log Books after proper transfer of the absolute ownership of relevant vehicles in future |
| 10 | Management of Bank Accounts | | | |
| 10.1 | The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date | Complied | | |
| 10.2 | The dormant accounts that had existed in the year under review or since previous years settled | Not Relevant | | |
| 10.3 | The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month | Complied | | |
| 11 | Utilization of Provisions | | | |
| 11.1 | The provisions allocated had been spent without exceeding the limit | Complied | | |
| 11.2 | The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1) were incurred | Complied | | |

| | | | | |
|-----------|---|--------------|--|--|
| 12 | Advances to Public Officers Account | | | |
| 12.1 | The limits had been complied with | Complied | | |
| 12.2 | A time analysis had been carried out on the loans in arrears | Complied | | |
| 12.3 | The loan balances in arrears for over one year had been settled | Complied | | |
| 13 | General Deposit Account | | | |
| 13.1 | The action had been taken as per F.R.571 in relation to disposal of lapsed deposits | Complied | | |
| 13.2 | The Control Register for General Deposits had been updated and maintained | Complied | | |
| 14 | Imprest Account | | | |
| 14.1 | The balance in the cash book at the end of the year under review was remitted to TOD | Complied | | |
| 14.2 | The ad-hoc sub imprests issued as per F.R. 371 had been settled within one month from the completion of the task | Complied | | |
| 14.3 | The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371 | Complied | | |
| 14.4 | The balance of the Imprest Account had been reconciled with the Treasury books monthly | Complied | | |
| 15 | Revenue Account | | | |
| 15.1 | The refunds from the revenue had been made in terms of the regulations | Not Relevant | | |
| 15.2 | The revenue collected had been directly credited to the Revenue Account without being credited to the Deposit Account | Not Relevant | | |
| 15.3 | Returns of arrears of revenue had been forwarded to the Auditor General in terms of FR 176 | Not Relevant | | |
| 16 | Human Resource Management | | | |
| 16.1 | The staff had been paid within the approved cadre | Complied | | |
| 16.2 | All members of the staff have been issued a duty list in writing | Complied | | |
| 16.3 | All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017 | Complied | | |

| | | | | |
|-----------|---|--------------|------------------------------------|---|
| 17 | Provision of information to the public | | | |
| 17.1 | An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulations | Complied | | |
| 17.2 | Information about the institution has been provided to the public through the website or alternative measures and facilities have been made to publish appreciations / allegations by the public through this website or alternative measures | Complied | | |
| 17.3 | Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act | Not Complied | Has not been submitted on due date | Taking action to submit the relevant reports on due dates from the next year onward |
| 18 | Implementing Citizens Charter | | | |
| 18.1 | A Citizens' Charter/ Clients' Charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management | Complied | | |
| 18.2 | A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens' Charter / Clients' Charter as per paragraph 2.3 of the circular | Complied | | |
| 19 | Preparation of the Human Resource Plan | | | |
| 19.1 | A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018. | Complied | | |
| 19.2 | A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan | Complied | | |
| 19.3 | Annual performance agreements have been signed with the entire staff based on the format in Annexure 01 of the aforesaid Circular | Complied | | |

| | | | | |
|-----------|--|----------|--|--|
| 19.4 | A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular | Complied | | |
| 20 | Responses to Audit Paras | | | |
| 20.1 | The shortcomings pointed out in the audit paragraphs issued by the Auditor General for the previous years have been rectified | Complied | | |