



**ACTION PLAN 2020**

**DEPARTMENT OF MANAGEMENT SERVICES**

**MINISTRY OF FINANCE, ECONOMY AND POLICY DEVELOPMENT**

	Goals	Objectives	Activities	Time Period				Responsibility	Supervision
				1 <sup>st</sup> Quarter	2 <sup>nd</sup> Quarter	3 <sup>rd</sup> Quarter	4 <sup>th</sup> Quarter		
01	Cadre Review of Department of Railways, Department of Posts	Determining the optimum cadres for the Departments of Railways and Postal	Identification of Cadre Review Committees					Additional Directors General	Director General
			Collecting Information related to Cadre Review					Relevant Cadre Review Committee	Director General
			Analyzing Data					Relevant Cadre Review Committee	Director General
			Preparing the Report on Cadre Review					Relevant Cadre Review Committee	Director General
			Submitting the Report to the relevant institutions					Relevant Cadre Review Committee	Director General

	Goals	Objectives	Activities	Time Period				Responsibility	Supervision
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02	Identifying Optimum School Based Cadre for two Provincial Councils	Determining the optimum school based cadre for Uva and Northern Provincial Councils	Identification of Cadre Review Committees					Additional Directors General	Director General
			Collecting Information related to Cadre Review					Relevant Cadre Review Committee	Director General
			Analyzing Data					Relevant Cadre Review Committee	Director General
			Preparing the Report on Cadre Review					Relevant Cadre Review Committee	Director General
			Submitting the Report to the relevant institutions						Relevant Cadre Review Committee

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03	Reviewing Cadre and Remuneration matters of the Development Projects of the Government	Revised Management Services Circular No. 01/2019 and Cabinet Decisions on Development Projects of the Government	Revising the Management Services Circular No. 01/2019, addressing the issues identified					Additional Directors General/ Directors/ Assistant Directors	Director General
			Obtaining approval of the Cabinet of Ministers for the revision					Director General	-
			Collecting Information on Cadre and Remuneration of Project Staffs on Quarterly basis					Director/ Assistant Director	Director General/ Additional Directors General
			Analyzing Quarterly Information					Director/ Assistant Director	Director General/ Additional Directors General
			Submitting Notes to Cabinet on the analyzed data					Director/ Assistant Director	Director General/ Additional Directors General

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04	Submission of Quarterly Updated Cadre Information to the Cabinet of Ministers as per the Cabinet Decision dated 15.08.2017	Cabinet Decisions on Quarterly Updated Cadre Reports	Submitting Quarterly Updated Cadre Reports of 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> Quarters of the year 2019 as a Note to the Cabinet					Director/ Assistant Director	Directors General
			Taking actions in compliance with the Cabinet Decision					Director/ Assistant Director	Directors General
			Submitting the Note to the Cabinet on Quarterly Updated Cadre Report of 1 <sup>st</sup> Quarter of the year 2020					Director/ Assistant Director	Directors General
			Taking actions in compliance with the Cabinet Decision					Director/ Assistant Director	Directors General
			Submitting the Note to the Cabinet on Quarterly Updated Cadre Report of 2 <sup>nd</sup> Quarter of the year 2020					Director/ Assistant Director	Directors General
			Taking actions in compliance with the Cabinet Decision					Director/ Assistant Director	Directors General
			Submitting the Note to the Cabinet on Quarterly Updated Cadre Report of 3 <sup>rd</sup> Quarter of the year 2020					Director/ Assistant Director	Directors General
			Taking actions in compliance with the Cabinet Decision					Director/ Assistant Director	Directors General

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05	Updating Publications of the Department	Departmental Publications – General Information 2020, Public Service Human Resource Information as at 31.12.2019	Collecting Information to update the publication “General Information 2020”					Director/ Assistant Director	Additional Directors General
			Updating the Publication “General Information 2020”					Director/ Assistant Director	Additional Directors General
			Distributing soft copies among interested parties					Director/ Assistant Director	Additional Directors General
			Obtaining Information on cadres of reshuffled ministries and their relevant institutions					Director/ Assistant Director	Additional Directors General
			Updating the Publication “Public Service Human Resource Information as at 31.12.2019”					Director/ Assistant Director	Additional Directors General
			Distributing soft copies among interested parties					Director/ Assistant Director	Additional Directors General

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06	Reviewing the Guideline for Schemes of Recruitment	Updated guidelines for Schemes of Recruitments of SOEs	Discussion with the relevant officials of the Department					All Staff Officers	Director General
			Gathering Information from the relevant stakeholders					Director/ Assistant Director	Additional Directors General
			Updating the Guideline					Director/ Assistant Director	Additional Directors General
			Obtaining Recommendations from the NSCC					Director/ Assistant Director	Additional Directors General
			Amending the Guideline incorporating the relevant recommendations					Director/ Assistant Director	Additional Directors General
			Issuance of the updated guideline along with a circular						Director/ Assistant Director

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07	Submission of Observations on Cabinet Memoranda	Observations for Cabinet Memoranda	Collecting relevant information on the Cabinet Memoranda and Notes to the Cabinet					Director/ Assistant Director	Additional Directors General
			Discussing the proposed observations with the Deputy Secretary to the Treasury/ Secretary to the Treasury					Director/ Assistant Director	Additional Directors General
			Preparing draft observations					Director/ Assistant Director	Additional Directors General
			Submitting observations for Hon. Minister's approval					Director/ Assistant Director	Additional Directors General



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08	Issuing circulars in respect of Cadre and Remuneration Management of Public Sector	Circulars and Guidelines	Drafting circulars and Guidelines (when and where necessary)					Director/ Assistant Director	Additional Directors General
			Circulating the drafts of Circulars among relevant authorities for their observations					Director/ Assistant Director	Additional Directors General
			Submitting for approval of the Deputy Secretary to the Treasury/ Secretary to the Treasury / Cabinet					Director/ Assistant Director	Additional Directors General
			Issuing circulars					Director/ Assistant Director	Additional Directors General
			Uploading the Circulars and Guideline to the official website					Director/ Assistant Director	Additional Directors General

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09	Creating/ Suppressing Posts of Public Sector	Cadre Management	Reviewing the Request for Cadre (FR 71) / Suppressing Cadre					Subject-in-charge	Director General
			Conducting Meetings when and where necessary					Subject-in-charge	Director General
			Analyzing the Service Requirement					Subject-in-charge	Director General
			Observations/ Recommendations of relevant authorities (Eg: Secretary to the Line Ministry, NSCC, Department of National Budget)					Subject-in-charge	Director General
			Creating/ Suppressing Posts of Public Sector or rejecting the Request					Director General	Director General

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10	Approving/ Updating/ Amending/ Revising Schemes of Recruitment (SOR)	Standardizing Recruitments and Promotions of State Owned Enterprises	Reviewing the SOR in line with the SOR Guideline					Subject-in-charge/ SOR Unit	Director General/ Additional Directors General
			Conducting Meetings when and where necessary					Subject-in-charge/ SOR Unit	Director General/ Additional Directors General
			Updating the SOR as per the guideline and incorporating the necessary changes					Subject-in-charge/ SOR Unit	Director General/ Additional Directors General
			Obtaining signatures of the relevant authorities					Subject-in-charge/ SOR Unit	Director General/ Additional Directors General
			Issuance of the SOR					Director General	-

**Procurement Plan for the year – 1<sup>st</sup> Quarter (2020.01.01 to 2020.04.30)**

**Ministry of Finance**

**Department of Management Services**

Procuring Entity (Department / Line Agency / Ministry etc)	Procurement Category (Goods, Services, etc)	Estimated Cost (Rs. Mn.)	Source of Financing / Name of the Donor	Procurement method (ICB, LIB, NCB, National Shopping method)	Level of Authority	Priority Status U = Urgent P = Priority N= Normal	Current Status of Procurement Preparedness activities	Scheduled date of Commencem ent	Scheduled date of Completion	Remarks
Department Of Management Services	<b>Works</b>									
	<b>Goods</b>									
	Stationery and Office Requisites & Book Printing	1.0	Domestic Funds	Shopping	DPC	N	-	01.01.2020	30.03.2020	
	Furniture and Office Equipment	0.1	Do	Do	DPC	N	-	01.01.2020	30.03.2020	
	<b>Related Services</b>									
	Cleaning Service	0.125	Do	Do	DPC	N	-	01.02.2020	31.03.2020	
	<b>Consultant Services</b>									

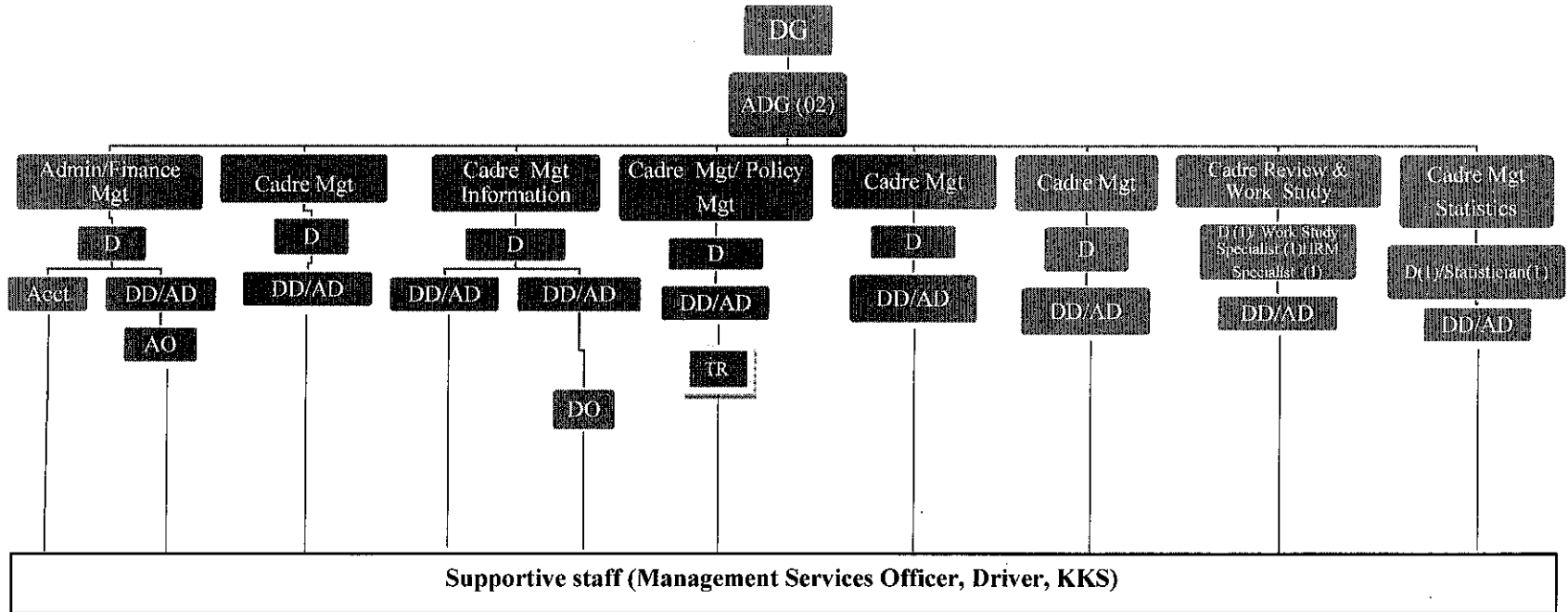
Prepared By: *[Signature]*

Checked By: *[Signature]*

Approved By: *[Signature]*

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

## Organizational Structure of Department of Management Services



**DG** – Director General

**ADG** – Additional Director General

**D** – Director

**HRMS** – Human Recourse Management Specialist

**DD** – Deputy Director

**AD** – Assistant Director

**Acct** – Accountant

**AO** – Administrative Officer

**TR** – Translator

**DO** – Development Officer

**Cadre Information of the Department of Management Services  
As at 31.12.2019**

<b>S/no</b>	<b>Designation</b>	<b>Approved Cadre</b>	<b>Existing Cadre</b>	<b>Vacancies</b>
01	Director General	1	1	0
02	Additional Director General	2	2	0
03	Director	8	7	1
04	Human Resource Management Specialist	1	0	1
05	Work Study Specialist	1	0	1
06	Statistician	1	0	1
07	Deputy Director/Assistant Director	8	5	3
08	Accountant	1	0	1
09	Assistant Director ICT	1	1	0
10	Administrative Officer	1	1	0
11	Translator	1	0	1
12	Development Officer	11	8	3
13	Public Management Assistant	33	33	0
14	Driver	10	9	1
15	Office Employees' Service	8	8	0
<b>Total</b>		<b>88</b>	<b>75</b>	<b>13</b>