



ACTION PLAN – 2023

**DEPARTMENT OF PUBLIC ENTERPRISES
MINISTRY OF FINANCE, ECONOMIC STABILIZATION AND NATIONAL POLICIES**



Action Plan – 2023
Department of Public Enterprises

H= High
M= Medium

Objectives	Activities	Responsible Officer/s	Priority	Time Frame	Outputs	Progress
1. Improve Good Governance in Public Enterprises	1.1 Issuance of guidance and directives to establish financial discipline and good governance of SOEs. • Issuance of Guideline for Collective agreements	ADG (P) + ADG(all) + Teams	H	1st Quarter to 4 th Quarter	1.1 • Circulars • Guidelines • Manuals	
	1.2 Issue a guideline for the preparation of Administrative Manuals.			2 nd Quarter	1.2 Manual	
	1.3 Handling policy matters				1.3 No. of matters handled	
	1.4 Handling Post privatization issues			Throughout the Year	1.4 No. of issues handled	
	1.5 Issues of winding up institutions				1.5 (a) No. of meetings held (b) No. of Cabinet Papers submitted	
	1.6 Activities of Under Performing Act					

* High Monitoring SOEs – Monthly

*Medium Monitoring SOEs – Quarterly

*Low Monitoring SOEs – Annually

3.Safeguard shareholder interest	the cabinet memorandums.			Throughout the Year	comments provided.
	2.5 SOE issues handling	ADG (All) AD/DD/D			2.5 a) No of letters written b) No of meetings arranged/Minutes c) No of Site visit done.
	3.1 Estimation of Levy/Dividends of SOEs considering the Annual Budget and Strategic Plan and Financial position.	ADG (All) AD/DD/D	H	Throughout the Year	3.1 No of Estimates made and total expected value from levy and dividends.
	3.2 Collection of Levy and Dividend 2022				3.2 Amount of collected Levy and dividend
	3.3 Participating in AGM / EGM				3.3 No of AGMs / EGMs Attended
	3.4 Facilitating an effective Audit Monitoring regarding the actions taken by SOEs on issues raised by the Auditor General /External Auditors.				3.4 No of communications in relating to Audit Issues made.
	3.5 Provide Finance minister concurrence for SOEs for Finance Act provisions.				Bi-annual
3.6 Granting of approval for major transactions, subject to safeguarding the Treasury interest.	ADG (P)				3.6 No of approved major transactions
3.7 Conduct Treasury Rep meetings a) T/Rep issue solving meeting b)Awareness program/workshop	ADG (All) AD/DD/D				Throughout the Year

4. Safeguard the Public interest	3.8 Guideline of Golden Share Holding Policy for subleasing, Ceding, Assigning & Alienation of RPCs' land	ADG (A)	H	2 nd Quarter	3.8 Prepared Guidelines
	3.9 Arrange Golden Shareholders meetings with representatives of RPCs.		H	Throughout the Year	3.9 No. of meetings organized
	3.10 Statement of Corporate Intent (SCI)				3.10
	a) Identify SOEs to signing of SCI	ADG (All) AD/DD/D	H	Throughout the Year	a) No. of meetings held to review financial statements.
	b) Preparation of SCI agreements				b) No of preparation meetings held to review and amendments to the Corporate plans, Action plans, Annual Budgets of 2023
	c) Signing of SCI agreements			Monthly and Bi-annually	c) No of SCIs signed with the SOEs
	d) Monitoring of SCI activities, monthly and bi-annually				d) No of SCI agreements monitored monthly and no of Cabinet Memorandums submitted to the Cabinet bi-annually
	4.1 Assisting to the COPE				4.1
	a) Prepare reports to COPE on the performance of SOEs which are to be reviewed by the respective COPE meetings	ADG (All) AD/DD/D	H	Throughout the Year	a) No of COPE reports prepared
	b) Attend COPE meetings of relevant SOEs				b) No of COPE meetings attended
					c) No of follow up letters sent

	<p>c) Follow up the implementation of COPE recommendations by SOEs</p> <p>d) Submit PED's observations on COPE reports (Interim and Final) submitted in parliament</p>	ADG (All) AD/DD/D			d) Whether the report was submitted	
4.2 a)	Follow up timely submission of Annual Reports in Parliament	ADG (All) AD/DD/D	M	Throughout the year.	4.2 a) No of observation written on Annual Reports submitted to cabinet	
b)	Report cabinet on Annual Reports Late Submission in Parliament	ADG (All) AD/DD/D	H	End of the year	b) Cabinet memo on Annual Reports delay Submission in Parliament	
4.3	Follow up the implementation of budget proposals related to SOEs	ADG (All) AD/DD/D		Throughout the year.	4.3 a) No of implemented proposals b) No of Follow up meetings arranged	
4.4	Preparation of Financial Statements and Public officers Advance B Account	ADG (S) D(F)/AD(F)	H	Before 28 th of February 2023	4.4 Timely submission of Financial Statements and Public Officers Advance B Account 2022 to relevant authorities	
4.5	Preparation and timely submission of Performance Report of 2022.	ADG (P)	H	31 st May 2023	4.5 Timely submission of the chapter.	
4.6	Preparation of the chapter on SOBEs for the MOF Annual Report 2022			End of May	4.6 Timely submission of the chapter.	

			H	2023	4.7 Timely submission of the chapter.
	4.7 Preparation of chapter on SOBEs for the Report on Fiscal Management Responsibility Act 2022	ADG (P)	H	Mid July 2023	4.8 Timely submission of the chapter.
	4.8 Provide information for CBSL Annual Report		M	End of March 2023	4.9 Timely submission of the chapter.
	4.9 Provide information for CBSL Semi Annual Report		M	End of July 2023	4.10 Timely submission of the chapter
	4.10 Provide information for Mid-year Fiscal Position Report		M	Mid October 2023	No of Updated Personal Files.
	4.11 Update the personal Files of the Staff	ADG(A), D(A) AD(A), A.O		Throughout the year.	No of approved Salary increments.
	4.12 Prepare Salary increments of the Staff				No of approved loans
	4.13 Granting approvals for staff loans complying with the procedures.				Updated Leave register
	4.14 Update the leave records of the officers				Completed the procurement Plan at the end of the Year
	4.15 Prepare the procurement Plan and implement the Plan				No of Vehicles in good condition
	4.16 Manage the vehicle fleet of the				

	<p>department</p> <p>4.17 Manage the letters received to the Department</p> <p>4.18 Staff Training</p> <p>4.19 All the allowances and Railway warrants request by the Staff</p> <p>4.20 Being Responsible for efficient maintenance of the Accounting System of the Department</p> <p>4.21 Reporting information relating to the process of decision making and accounting related thereunder (Preparation of Appropriation Account, Public Officer's Advance Account etc)</p> <p>4.22 Preparation of related records information and maintenance of them up to date</p> <p>4.23 Performance of functions relating to payments and receipt</p> <p>4.24 Preparation of Estimates (Annual Estimates of Revenue, Annual Estimates of Expenditure, Annual Budget Estimates for Public Officer's Advance Accounts)</p> <p>4.25 Implementation of a proper internal</p>	<p>ADG(A), D(A) AD(A), A.O</p> <p>ADG (S) D(F)/AD(F)</p>		<p>Throughout the year.</p> <p>2nd Quarter</p>	<p>All the letters should deliver to the relevant Section</p> <p>No of Trainings</p> <p>No of allowances and warrants issued</p> <p>Steps that have been taken to correct any shortcoming when they reveal</p> <p>No of Reports sent on due dates</p> <p>No of Records prepared</p> <p>No of Estimates prepared and submitted on due dates.</p> <p>Steps that have been taken to correct any shortcoming when they reveal</p>	
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	<p>control system</p> <p>4.26 Assisting the Accounting Officer in accounting matters</p> <p>4.27 Carrying out functions assigned in relation to accounting activities of affiliated institutions and other functions related to accounting process of the institution in accordance with financial regulations all related rules and regulations and provisions relating to the scope specifically assigned</p> <p>4.28 Assets Management (Fixed Assets & Stores Related Functions)</p> <p>4.29 Providing relevant information to the Internal Audit Division as well as Auditor's General Department related to the significant audit observation revealed in the audit test check carried out in the year under review.</p>	<p>ADG (S) D(F)/AD(F)</p> <p>ADG(A), D(A) AD(A), A.O</p> <p>ADG (S) D(F)/AD(F)</p>		<p>Throughout the Year</p>	<p>No of Reports sent on due dates</p>	
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