



Action Plan 2020

Department of State Accounts

***Ministry of Finance, Economy and Policy
Development***

***GENERAL TREASURY
COLOMBO 01***

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01. About the Department

1.1 Our vision

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

1.2 Our Mission

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

1.3 Policy

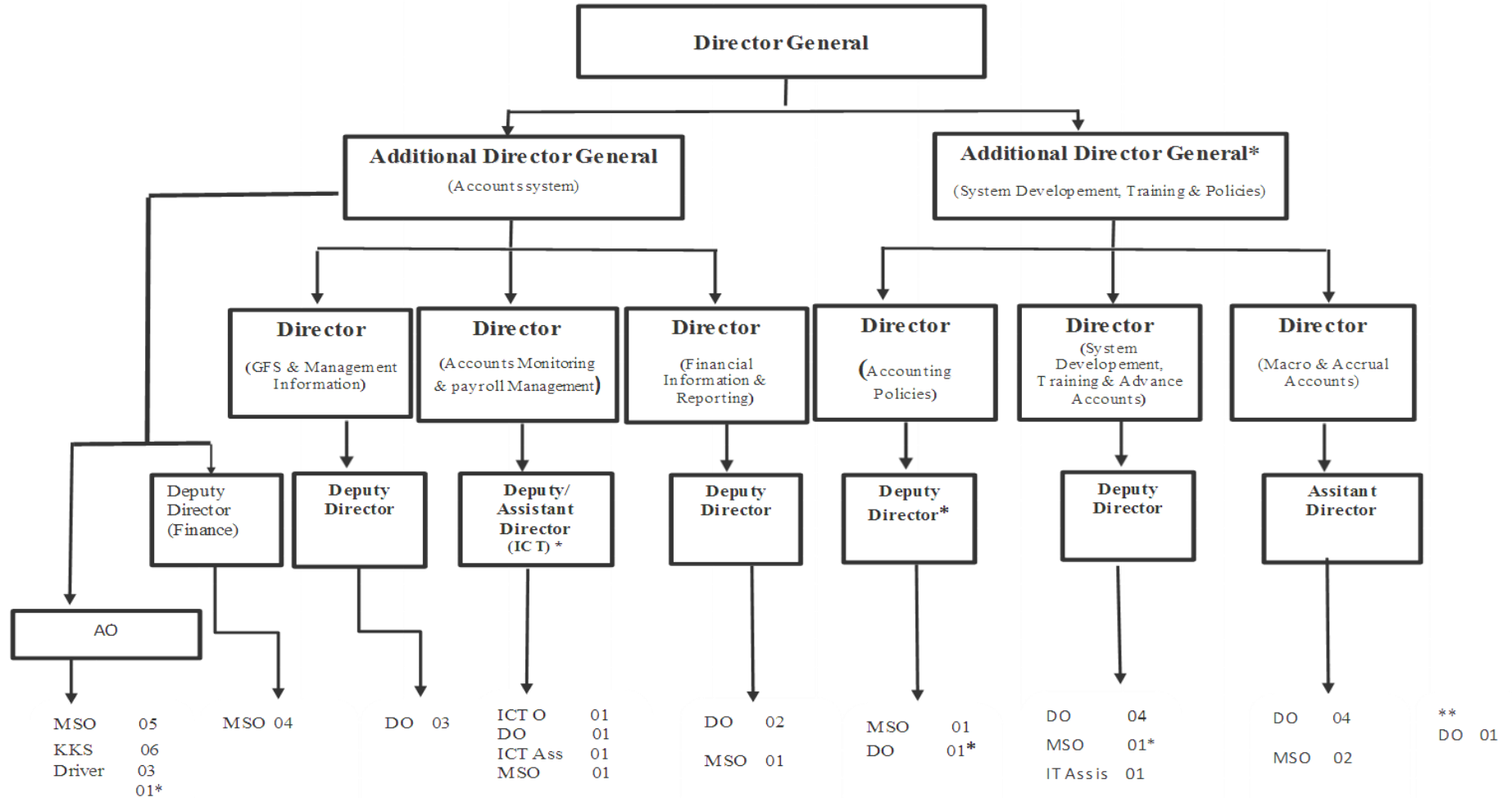
Provide comparable, comprehensive, integrated government financial information in a timely manner based on national & international standards & best practices.

1.4 Strategies

- 1 Develop and maintain an integrated financial information system for Government Ministries and Departments, in keeping with the generally accepted accounting policies and best practices.
- 2 Gradually updated the present financial reporting system by integrating and modifying.
- 3 Sharing knowledge through participatory management approach nationally and internationally in regard to financial reporting.
- 4 Building up linkages with national and international reputed accounting bodies to develop accounting best practices.
- 5 Practicing the best human resource management strategies to absorb and retain quality human resources in the Department.
- 6 Formulating policies, guidelines and circulars to improve financial reporting of the Government.
- 7 Introduction and implementing a proper and transparent financial reporting system for efficient and quality public financial control.

02. Administration & Financial Responsibilities of the Department

2.1 Organization Structure



* Vacant

** A Development Officer post was approved upto 09.05.2025 in accordance with PA circular 21/88 due to one development officer was permanently disabled by a terrorist attack.

2.2 Cadre Details

	Position	Salary Code	Approved Cadre	Existing cadre	Vacant
(a)	Director General	SL-3	1	1	-
(b)	Additional Director General	SL-3	2	1	1
(c)	Director	SL-1	6	6	-
(d)	Dy/Asst. Director (SLAcS)	SL-1	6	5	1
(e)	Asst. Director (ICT)	SL-1	1	-	1
(f)	Administrative Officer	MN-7	1	1	-
(g)	ICT Officer	MN-6	1	1	-
(h)	Development Officer	MN-4	16	15	1
(i)	Management Service Officer	MN-2	15	14	1
(j)	ICT Assistant	MT-1	2	2	-
(k)	Office Employ Assistant	PL-1	6	6	-
(l)	Driver	PL-3	4	3	1
	TOTAL CADRE		61	55	6

03. Activity Plan for the year 2020

Strategy No.	Proposed Activity	* Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by	Contact no	Remarks
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
1 & 3	1. Record financial transactions of all ministries and departments through Centralized Accounting System	3,000							25	50	75	100		Macro & Accrual Accounts Division	Director	0112-484753	
	1.1 Monthly updating annual budgetary allocation based on FR 66 transfer and additional allocation		01.01.2020	31.12.2020					25	50	75	100	Ensure updated budgetary provision reflect in the accounting system				
	1.2 Reconciliation and monitoring of expenditure and revenue data of ministries/ departments / special spending agencies		01.01.2020	31.12.2020	2,250	750			25	50	75	100	Ensure expenditure is within the allocation & identify deviations in revenue				
	1.3 Open & Maintain Main Ledger Accounts		01.01.2020	31.12.2020					25	50	75	100	Consistent Chart of Accounts				
	1.4 Rectify accounting deficiencies / discrepancies in financial reporting data & provide necessary guidance to correct them		01.01.2020	31.12.2020					25	50	75	100	Accurate financial data				

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
1	2. Provide accounting information for preparation of annual financial statements													Macro & Accrual Accounts Division	Director	0112-484753	
	2.1 Provide revenue, expenditure and main ledger account details to spending agencies		01.01.2020	31.03.2020					100				Preparation of institutional annual financial statements				
1, 3, 6 & 7	3. Prepare annual financial statements																
	3.1 Compilation & submission of Financial Statements to the Auditor General		01.01.2020	31.03.2020					100				Credible accounting information for stakeholders in conformity with statutory requirements				
	3.2 Submission of answers for the Audit Quarries raised by Auditor General regarding Annual Financial Statements through explanation given by the other Departments.		01.04.2020	31.05.2020						100			Ensure that answers are given to all audit quarries				
	3.3 Include Government Financial Statements, relevant Audit Quarries and Auditor General's opinion in the Annual Report of the Ministry of Finance.		01.04.2020	31.05.2020						100			Ensure the accountability and reporting transparency				

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
	3.4 Collection of Annual Financial Statements from spending agencies and preparation of consolidated financial statements.		01.01.2020	30.06.2020					25	100			Accuracy of the consolidated financial Statements.	Macro & Accrual Accounts Division	Director	0112-484753	
1,6 & 7	3.5 Formulate policies, guidelines circulars in order to improve financial reporting standards of the country		01.01.2020	31.12.2020					25	50	75	100	Improved financial reporting system is in place				
	3.6 Issue new Circulars to ensure effective Public Financial Management		01.01.2020	31.12.2020					25	50	75	100	Minimize misuse and misconduct public resources				
	3.7 Provide required instructions and clarifications for accounting issues raised by ministries/department		01.01.2020	31.12.2020					25	50	75	100	Ensure smooth functions of accounting and reporting procedure				
	3.8 Prepare accumulated commitment and liability reports for ministry/department wise		01.01.2020	31.03.2020					100				Assessment of Commitment and Liability at the end of year				
	3.9 Periodically reconcile and make necessary adjustments to ensure that non-financial assets are properly accounted.		01.01.2020	31.12.2020									Ensure that non financial assets balance of Ministries/Departments are reconciled with Treasury Accounts				

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
1, 3, 6 & 7	3.10 Introduction and implementation of new accounting methods in accordance with timely requirements relating to financial reporting		01.01.2020	31.12.2020					25	50	75	100	Ensure quality and transparency of financial information reporting	Macro & Accrual Accounts Division	Director	0112-484753	
	3.11 Improve accounting methods suitable for treasury requirements in accordance with generally accepted accounting policies		01.01.2020	31.12.2020					25	50	75	100	Improve practicability of accounting standards				
	3.12 Provide necessary support and guidance to implement ITMIS program and assist to enter existing accounting system data to new accounting system		01.01.2020	31.12.2020					25	50	75	100	Ensure implementation of new accounting system effectively.				

Strategy No.	Proposed Activity	* Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Impleme - nting Agency	Respon -sible by	Contact no	Remarks	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4						
4	4. Process of transforming Government Accounting System from Modified Cash basis to Accrual basis	25,000												Macro & Accrual Accounts Division	Director	0112-484753		
	4.1 Introduction and maintainance of interim accounting methodology by making necessary revisions to Sri Lanka Public Sector Accounting Satandards under the programme of transition from modified cash basis to full accrual basis accounting.		01.01.2020	31.12.2020		2,000				Through out the year				Ensure that standardized financial reporting				
	4.1.1 Prerequisite Actions																	
	4.1.1.1. Perform a detailed gap analysis		01.01.2020	31.12.2020	1,750				25	50	100	100	Report of amendments to be done					
	4.1.1.2. Bring or amend relevant regulations		01.01.2020	31.12.2020					25	75	100	100	New Regulations or amendments on regulations					
	4.1.1.3 Identify changes to be made for accounting policies and systems		01.01.2020	31.12.2020					20	50	100	100	Recomandation report					
	4.1.1.4 Develop unified chart of accounts which can be used by every government institutions		01.01.2020	31.12.2020	1,750				25	50	100	100	A newchart of accounts					

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
4	4.1.2. Recognition, measurement & disclosure of Assets													Macro & Accrual Accounts Division	Director	0112-484753	
	4.1.2.1 Verify the completeness and the accuracy of the non moving - assets valuations (Land & Buildings)		01.01.2020	31.12.2020					-	25	50	100	A verification Report				
	4.1.2.2 Rectifi the issues arising from the above valuation and implement the remedies		01.01.2020	31.12.2020					-	-	50	100	No of issues rectified				
	4.1.2.3 verify the accuracy and completeness of identification of moving non financial assets		01.01.2020	31.12.2022					-	-	50	100	A Guideline				
	4.1.2.4 Recognition and measurement of inventories		01.01.2020	31.12.2022					-	25	50	100	A Guideline				
	4.1.2.5 Recognition of receivables and prepayments		01.01.2020	31.12.2021					-	25	50	100	A Guideline				
	4.1.3. Recognition, measurement & disclosure of Liabilities																
	4.1.3.1 Recognition of liabilities and commitments		01.01.2020	31.12.2020					-	25	50	100	A Guideline				
	4.1.3.2 Rectify any issues arising from recognition and measurement of commitments and liabilities		01.01.2020	31.12.2020					-	25	50	100	A Guideline				
	4.1.3.3 Recognition of payables and dues		01.01.2020	31.12.2021					-	25	50	100	A Guideline				

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4							
2, 4 & 7	4.1.4. Recognition, measurement & disclosure of Revenue & Expenses													Macro & Accrual Accounts Division	Director	0112-484753			
	4.1.4.1 Recognition measurement and relevant disclosures of non-tax revenue on accrual basis.		01.01.2020	31.12.2021	14,000					-	25	50	100					A Guideline	
	4.1.4.2 Recognition measurement and relevant disclosures of expenses on accrual basis.		01.01.2020	31.12.2021							-	25	50					100	A Guideline
	4.1.5. Presentation of Financial Statements																		
	4.1.5.1. Preparation of accrual base financial statements by each Ministries/Department		01.01.2020	31.12.2027	3,700						-	-	50					100	No of institutions
	4.1.5.2 Preparation of Central Government Financial Statements		01.01.2020	31.12.2025								-	-					50	100
4	4.1.6. Auditing (Improvement of internal audit function)																		
	4.1.6.1 Liaise with external auditor to assess impact of changes on audit process		01.01.2020	31.12.2021							-	25	50	100	No of meetings & agreed process				
	4.1.6.2 identify role of internal audit during the change process		01.01.2020	31.12.2022							-	25	50	100	No of meetings & agreed process				

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
4	4.1.7. System Development & Training													Macro & Accrual Accounts Division	Director	0112-484753	
	4.1.7.1 System Development for both in-house developed (CIGAS) and outsourced (TMIS) systems enabling accrual accounting		01.01.2020	31.12.2021					-	20	50	100	Changes made to systems				
	4.1.7.2 Prepare training strategies to train project team and end users about accrual accounting, related accounting standards (SLPSAS/IPSAS) and computer literacy		01.01.2020	31.12.2021		1,800			-	25	50	100	No of training programmes				
	4.2 Develop Accounting methodology suitable for interim period until accounts are prepared on accrual basis		01.01.2020	31.12.2020					25	50	75	100	ensure preparation of financial statements based on accounting methodology acceptable to the Audit.				

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
	5. Assist to value and account Land & Building possessed by the Central Government	2,000												Government Financial Statistics & Management Information Division	Director	0112-484649	
	5.1 Co-ordinate the valuation process of Land & building of the Central Government		01.01.2020	31.12.2020					25	50	75	100	Availability of Land & Buildings value for the purpose of reporting in final accounts & GFS				
	5.2 Co-ordinate the Ministries and Departments in valuation and accounting process of Land & building.		01.01.2020	31.12.2020	1,500	500			25	50	75	100	Real time reporting system				
	6. Assist to implement Government Finance Statistics Manual 2014																
	6.1 Classification of financial data in line with GFSM 2014 and compilation of Government Finance Statistics		01.01.2020	31.12.2020					25	50	75	100	Reporting GFS in line with 2014 manual				

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
	7. Maintain & Co-ordinate Crown Agent Accounts													Government Financial Statistics & Management Information Division	Director	0112-484649	
	7.1 Operate Crown Agent account in order to procure goods on behalf of the government agencies		01.01.2020	31.12.2020					25	50	75	100	Facilitate continuous and timely supply of urgent pharmaceuticals and other government imports				
1	8. Assisting Committee on Public Accounts (COPA)																
	8.1 Represent and assist committee on Public Accounts (COPA) and coordinate COPA matters		01.01.2020	31.12.2020					25	50	75	100	Improved Public Financial Management System				
	9. Collecting and Reporting monthly data of provincial councils		01.01.2020	31.12.2020					25	50	75	100	Presenting Financial information of provincial councils for Financial Statements of Central Government				

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
2 & 7	10. Implementation of the New Payroll Software, provide recommendations for training & continuous development.	2,000												Accounts Monitoring & Payroll Management Division	Director	0112-484733	
	10.1 Continuous development of new Payroll Software in accordance with new initiatives and user feedback.		01.01.2020	31.12.2020					25	50	75	100	Ensuring the availability of updated new Payroll System				
	10.2 Rectification of all errors and shortcomings identified in the new Payroll Software (with in the Department of MOF)		01.01.2020	31.12.2020	1,500	500			25	50	75	100	Error free Payroll System				
	10.3 Live running with GPS		01.01.2020	31.03.2020									Comparison of records with GPS Software				
	10.4 Conduct awareness / training programmes on new Payroll software		01.01.2020	31.12.2020					25	50	75	100	No. of Training Programs conducted				
	10.5 Maintain a Helpdesk to assist Payroll users		01.01.2020	31.12.2020					25	50	75	100	No. of instances where advices / assistances were provided				

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
2 & 7	11. Implement of GPS Payroll software													Accounts Monitoring & Payroll Management Division	Director	0112-484733	
	11.1 Issue a softcopy of GPS software at the request of Ministries/Departments & Other Institutions to install GPS Payroll software in computer.		01.01.2020	31.12.2020					25	50	75	100	1 Issue a softcopy of GPS software with in half an hour after receipt of the request				
	11.2 Provide technical advice on issues related to the use of GPS Payroll software.		01.01.2020	31.12.2020					25	50	75	100	Minimizing Problem with the use of the payroll software system				
6 & 7	12. Collection of Deposit Account Reconciliation Statements and Age Analysis Reports as at 31st December 2019 from Ministries, Departments & other Institutions		01.01.2020	31.12.2020						50	80	100	Resolving inconsistencies with Book Balances of Deposit Accounts of the Treasury and the balances of the respective Departments Advised to act in accordance with FR .571 regarding deposits exceeding 2 years & Taking action to settle the debit balances in				

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4				
6 & 7	12.1 Opening new deposit accounts		01.01.2020	31.12.2020					25	50	75	100	Providing new deposit numbers to relevant Ministries, Departments & other Institutions	Accounts Monitoring & Payroll Management Division	Director	0112-484733
	12.2 Closure of old Deposit Accounts at the request of relevant Ministries /Departments& other Institutions		01.01.2020	31.12.2020					25	50	75	100	Close the deposit accounts and notify the relevant Ministries /Departments			
2, 6 & 7	12.3 Transfer of general deosir accounts between heads		01.01.2020	31.12.2020						50	75	100	Representation of general deposit accounts in Treasury Printouts under the correct heading			
2, 6 & 7	13. Provide required financial information to prepare financial statements of Central Government Institutions	2,000												Financial Information & Reporting Division	Director	0112-484737
	13.1 Preparation of Treasury main accounting database including National Budget data & all main ledger/sub ledger accounts		01.01.2020 01.01.2020	31.03.2020 28.02.2020	1,500	500			15 10	- 35	- 60	- 85	Accurate financial information			
	13.2 Reconcile New CIGAS system data with the appropriation act and National Budget Estimate for and report deviations if any		01.01.2020 01.01.2020	28.02.2020 31.03.2020					15 10	- 35	- 60	- 85	Accurate financial information			

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
	13.3 Validation of monthly summaries in line with National Budget codes		01.01.2020 01.01.2020	28.02.2020 31.12.2020					15 10	- 35	- 60	- 85	Reconciled reliable timely financial data	Financial Information & Reporting Division	Director	0112-484737	
1	13.4 Operation of New CIGAS system along with an alternate system to ensure accurate & timely financial information		01.01.2020	31.12.2020					25	50	75	100	Maintain uninterrupted service				
	13.5 Obtain monthly summaries of accounts from around accounting heads via e-mails		01.01.2020 01.01.2020	28.02.2020 31.12.2020					15 10	- 35	- 60	- 85	Timely information				
	13.6 Check accounting entries in the summaries with pre-determined check list and inform deficiencies to the relevant spending agencies		01.01.2020 01.01.2020	28.02.2020 31.12.2020					15 10	- 35	- 60	- 85	Accurate financial data				
	13.7 Insert monthly accounting information in to New CIGAS Treasury Accounting System and take corrective actions for further detected errors		01.01.2020 01.01.2020	28.02.2020 31.12.2020					15 10	- 35	- 60	- 85	Accurate financial reports				
	13.8 Maintain and update accounting data base as required		01.01.2020	31.12.2020					25	50	75	100	Accurate database				
	13.9 Process collected data and publish via department website with the assistance of ITD		01.01.2020	31.12.2020					25	50	75	100	Transparency in financial reporting				

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
4	14. Provide monthly financial statistics for preparation of National Accounts												Financial Information & Reporting Division	Director	0112-484737		
	14.1 Provide national accounting data to CBSL, Department of Census and Statistics and other relevant stakeholders		01.01.2020	31.12.2020					25	50	75	100					Financial Statistics for Decision Making
	14.2 Providing historical accounting data as required by stakeholders		01.01.2020	31.12.2020					25	50	75	100					Accessibility to Financial information
	15. Provide guidance and technical support to monitor Central Government Advance Account Activities	3,000											System Development, Training & Advance Accounts Division	Director	0112-484735		
	15.1 Operate Treasury Miscellaneous Advance account & advances for payments on behalf of other Governments		01.01.2020	31.12.2020	2,250	750			25	50	75	100					Efficient payment & recovery system in Treasury Miscellaneous Advance account

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
1, 6 & 7	15.2 Monitoring Public officers Advance "B" Accounts activities & Commercial advance accounts maintained by other Centrl Government institutions.		01.01.2020	31.12.2020					25	50	75	100	Efficient payment & recovery system in advance "B" account & ensure smooth functioning of Commercial advance accounts	System Development, Training & Advance Accounts Division	Director	0112-484735	
1, 2 & 3	16. Training, continuous development & impiementation of New CIGAS programme																
	16.1 Continuous development of new CIGAS system to facilitate new initiatives and user feedback obtained from the users.		01.01.2020	31.12.2020					25	50	75	100	Ensure improved and updated financial reporting system in place				
	16.2 Rectify all issues and shortcomings identified in the CIGAS system.		01.01.2020	31.12.2020					25	50	75	100	Proper functioning of accurate CIGAS system				
	16.3 Organize and Conduct awareness/training programmes on new CIGAS		01.01.2020	31.12.2020					30	50	70	100	Improved financial reporting system				
	16.4 Maintain Helpdesk to assist CIGAS users		01.01.2020	31.12.2020					25	50	75	100	Smooth operation of CIGAS				

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
1, 2 & 3	16.5 System Development													System Development, Training & Advance Accounts Division	Director	0112-484735	
	16.5.1 Further development of the server base CIGAS Interface for amalgamating the CIGAS summary and reporting to the stakeholder (Ministries/Departments/CBS L)		01.01.2020	31.12.2020					25	50	75	100	No of trial balance reports issued to the each and every spending Agency				
	16.5.2 Uploading the Central Government Assets in to the server through web to make available to view the each and every spending agencies individual Asset. And also it facilitate spending agencies to enter opening balance and asset purchasing via online.		01.01.2020	31.12.2020					25	50	75	100	Maintain the system with ability to view Assets through the server and data entry in real time.				
	16.5.3 Develop more functionalities to the Asset Management Module		01.01.2020	31.12.2020					25	50	75	100	Improved non financial asset management and reporting at the spending unit levels				
	16.5.4 Develop functionalities to interact with ITMIS system of FR supplementry.		01.01.2020	31.12.2020					25	50	75	100	Maintain the system by improving further required Developments				

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					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
5	17. Financial Management	2,500												Finance Division	ADG/ Director (Acc. Policies) / Deputy Director	0112 - 484 - 736	
	17.1 Prepare procurement plan		01.11.2020	15.12.2020								100	Annual procurement plan 2021				
	17.2 Prepare Financial Statements, Annual reconciliation statement of advance to public officers		01.01.2020	28.02.2020					100				Financial Statement 2019				
	17.3 Prepare annual expenditure estimate for the year 2021.		01.06.2020	31.08.2020							100		Annual expenditure Estimate 2021				
	17.4 Prepare Monthly Salary		Monthly						25	50	75	100	Paysheet, Pay Slips, Remittance, Account Summary				
	17.5 Payment for Vovuchers		Throughout the year						25	50	75	100	Completion of the Payment				
	17.6 Prepare and submit of monthly accounts		Throughout the year						25	50	75	100	Monthly accounts				
	17.7 Prepare bank reconciliation		Monthly						25	50	75	100	Monthly bank reconciliation				
	17.8 Reply of Audit quarries		Throughout the year						25	50	75	100	No of Reply Audit quarries				
	17.9 Close of Accounts - 2020		31.12.2020									100	Completed Accounts -2020				
	17.10 Activities relation to Public Mutual Guarantee Association		Throughout the year						25	50	75	100	No of guarantees issued				
					1,875		625										

Strategy No.	Proposed Activity	* Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Impleme - nting Agency	Respon -sible by	Contact no	Remarks	
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4						
3 & 5	18. General Administration	6,428											All Divisions	All Directors				
	18.1 Coordinate ITMIS activities in relation SAD		Throughout the year									No of ITMIS activities						
	18.2 Implementation of ITMIS pilot project		Throughout the year									No of project activities	Financial Information & Reporting Division	Director/ M	0112 - 484 737			
	19. Maintain efficient and skilled work force in the Department				4,821	1,607							Administratio n Division	ADG	0112 - 484 898			
	19.1 Develop a Simple, Reduce Paper, Resource sharing, Efficient, Accurate and Disciplined Culture (SPREAD) in the Department		Throughout the year										Improved working environment					
	19.2 Maintain a smooth working environment in the premises		Throughout the year										Quality Public Service					
	19.3 Development of processes, general administration and training, knowledge building and sharing		Throughout the year										Skilled human resources & provide quality service					

Strategy No.	Proposed Activity	* Allocation (Rs.'000)	Date of commence	Date of completion	Financial Target (Rs.'000) Cumulative				Physical Targets (%) Cumulative				Output or Indicator	Implementing Agency	Responsible by	Contact no	Remarks
					Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4					
3 & 5	19.4 Prepare Performance Report 2019		01.02.2020	31.03.2020									completed Performance Report 2019	Administration Division	ADG/AO	0112-484898	
	19.5 Prepare Annual Action Plan 2021		15.11.2020	15.12.2020									Completed Annual Action Plan 2021				
	19.6 Approve salary increment, loan and leave		Throughout the year										No of Approved salary increments and loan		DG/ADG		
	19.7 Update personal Files of the staff												No of Updated personal Files		AO		
	19.8 Manage vehicle fleet												No of vehicle fleet		AO		
	19.9 Conduct the Annual Board of Survey		01.01.2020	31.03.2020									Board of the Survey report 2019		AO		

Statements of Monthly/Quarterly Cash Flow as per approved expenditure Plans for the year 2020

Name of the Ministry/ Departments/ District Secretariat : Department of State Accounts

Head No : 250

	Expenditure items (with Expenditure Codes)	Cash requirement for the approved expenditure plans														Rs.'000		
		Jan	Feb	March	1st Qtr Total	April	May	June	2nd Qtr Total	July	Aug.	Sep.	3rd Qtr Total	Oct	Nov.	Dec	4th Qtr Total	Grand Total
I	Salaries and allowances (1001 and 1003)	3,245	3,245	3,245	9,735	3,235												12,970
	Other Allowances paid with salary (except object code 1003)	630	630	629	1,888	628												2,516
II	Overtime and Holiday pay (1002)	100	100	100	300	100												400
III	All other Recurrent Expenditure	750	350	550	1,650	612												2,262
	Total Recurrent	4,725	4,325	4,524	13,573	4,575												18,148
IV	Reimbursable Foreign Aid	-	-	-	-	-												-
V	Other all Capital Expenses	6,437	6,437	6,438	19,312	6,438												25,750
VI	Public Officers Advance Account	450	450	550	1,450	650												2,100
VII	Deposit Accounts	-	-	-	-	-												-
VIII	Other Advances Accounts	500	500	500	1,500	500												2,000
IX	Crown Agent	12,200	30,750	31,000	73,950	26,050												100,000
	Grand Total	24,312	42,462	43,012	109,785	38,213	-	-	-	-	-	-	-	-	-	-	-	147,998

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

Prepared By :- *Abha Bhatnagar*
Checked By :- *[Signature]*

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

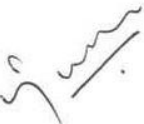
Date :- 14.01.2020


* This amount should be tallied with grand total in column no.11 of the Form No:TOD/IMP/01

Procurement plan for the year 2020

Department of State Accounts

Department / Line Agency / Ministry	Type of Procurement (Goods, Works, Equipment & Services etc.)	Estimated Cost (Rs. Mn.)	Source of Financing / Name of the Donor	Procurement method ICB, NCB and National Shopping etc.)	Level of Authority (CAPC, MPC, DPC, PPC ect.)	Priority Status U = Urgent P = Priority N = Normal	Current Status of Procurement Preparedness activities	Scheduled date of Commencement	Scheduled date of Completion	Remarks
Department of State Accounts	Goods									
	Stationery and Office Requisites	0.4	Domestic Funds	Shopping	HD	N		01.01.2020	30.04.2020	Within the Vote on account
	Furniture & Office Equipments	0.5	Do	Do	HD	N		01.01.2020	28.02.2020	
	(i) 2 Lap Tops									
	(ii) Laser Printer									

Prepared By : 

Checked By : 

Approved By : 
 Director General
 16 .01.2020