



# **Action Plan 2022**

**Department of Information Technology Management  
Ministry of Finance**

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## **Vision**

Digitalized treasury management system for the economic development of the country

## **Mission**

Coordinate and facilitate digitalized transformation of treasury management to assist decision making on designing, implementing, executing, monitoring and evaluating of treasury functions

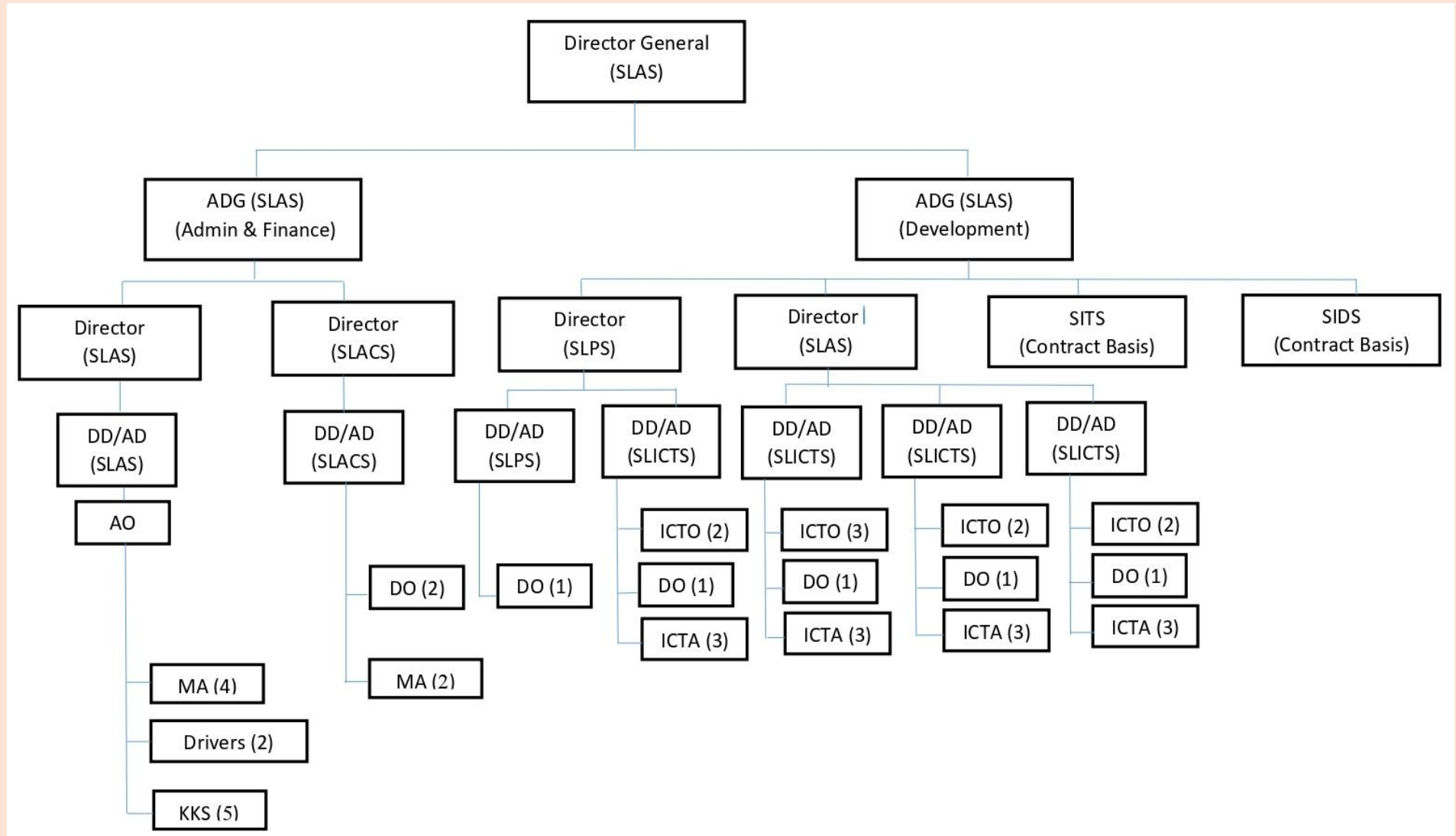
## **Strategic Objectives**

- To coordinate ICT activities for achieving the e-government concept
- To create and deploy effective digital communication channels for a paperless environment
- To facilitate information system developments, hardware and infrastructure maintenance
- To provide access to the treasury information for general public and government institutions through web-portal

## Core responsibilities

- Implement the IT policy of the Ministry of Finance
- Ensure efficient usage of ICT resources by providing maintenance support.
- Enhance capacity of communication network
- Capacity development of staff on ICT
- Designing, developing, implementing and maintaining IT systems
- Coordinate with ICTA for National Level ICT activities
- Ensure cyber security for information systems
- Provide timely updated treasury information

# Organization Structure



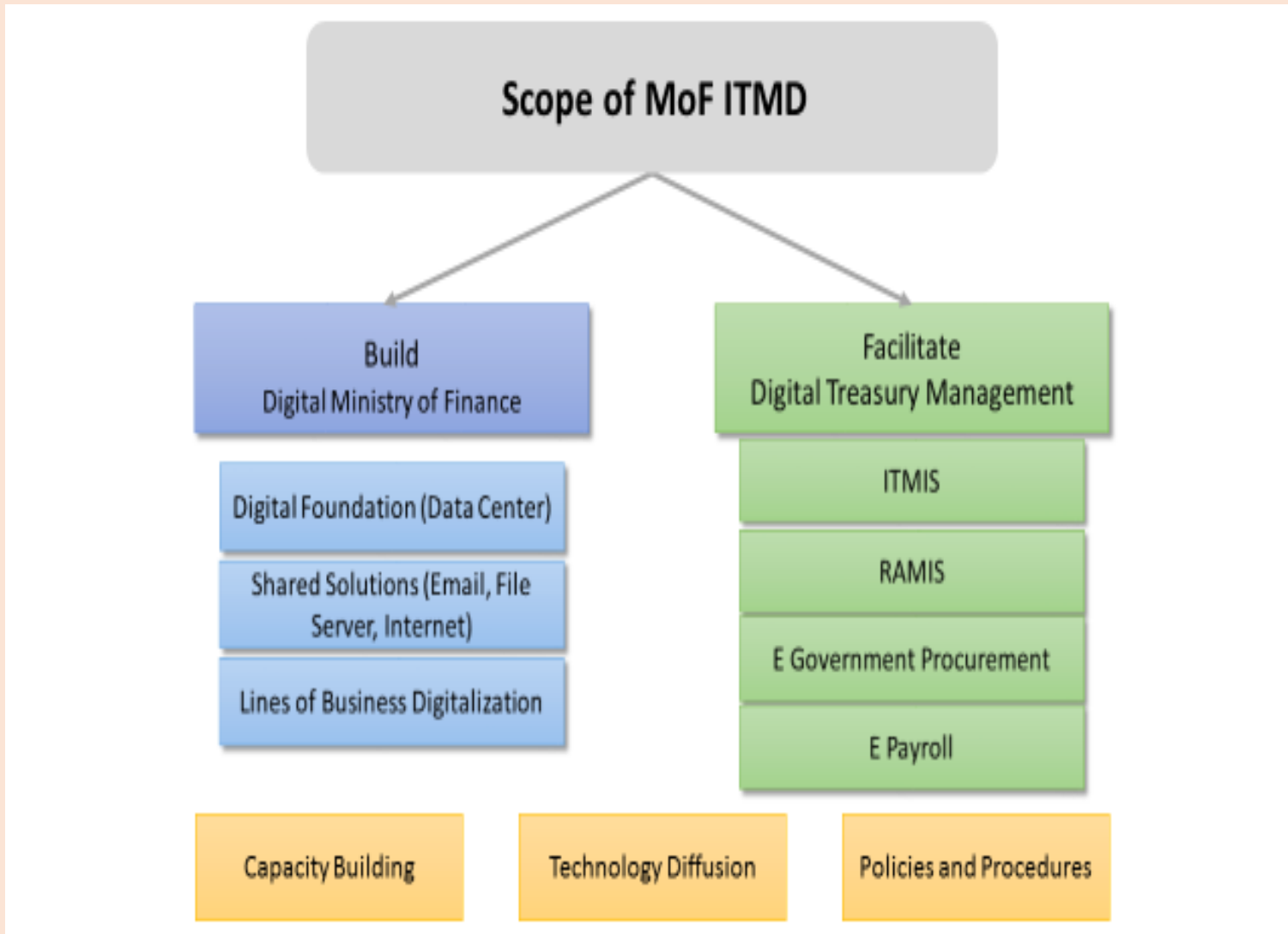
## Cadre Details as at 31.12.2021

S No	Designation	Service	Grade/ Class	Salary Code	Service Level	Approved Cadre	Existing Cadre	Vacant Carder	Excess Carder
1	Director General	SLAS	Special	SL3	Senior	1	1	0	0
2	Additional Director General	SLAS	Special	SL3	Senior	2	1	1	0
3	Director	SLAS	I	SL1	Senior	2	1	1	0
4	Director	SLPS	I	SL1	Senior	1	0	1	0
5	Director	SLAcS	I	SL1	Senior	1	0	1	0
6	Deputy/Assistant Director	SLAS	II/III	SL1	Senior	1	1	0	0
7	Deputy/Assistant Director	SLPS	II/III	SL1	Senior	1	1	0	0
8	Deputy/Assistant Director	SLAcS	II/III	SL1	Senior	1	0	1	0
9	Deputy/Assistant Director	SLICTS	II/III	SL1	Senior	4	4	0	0
10	Administrative Officer	MSOS	Supra Grade	MN7	Tertiary	1	1	0	0
8	ICT Officer	SLICTS	2-II/I	MN6	Tertiary	9	8	1	0
9	Development Officer	DOS	III/II/I	MN4	Secondary	7	7	0	0
10	ICT Assistant	SLICTS	3-III/II/I	MT1	Secondary	12	6	6	0
11	Management Service Officer	MSOS	III/II/I	MN2	Secondary	6	6	0	0
12	Drivers	DS	III/II/I/Special	PL3	Primary	2	2	0	0
13	KKS	OES	III/II/I/Special	PL1	Primary	5	5	0	0
14	Senior Information Technology Specialist - System Development				Contract	1	1	0	0
15	Senior Infrastructure Development Specialist				Contract	1	1	0	0
<b>Total</b>						<b>58</b>	<b>46</b>	<b>12</b>	<b>0</b>
16	Statistical Officer	Attached	I/II	MN5	Tertiary	0	1	0	1

**Permanent Carder Positions as at 31.12.2021**

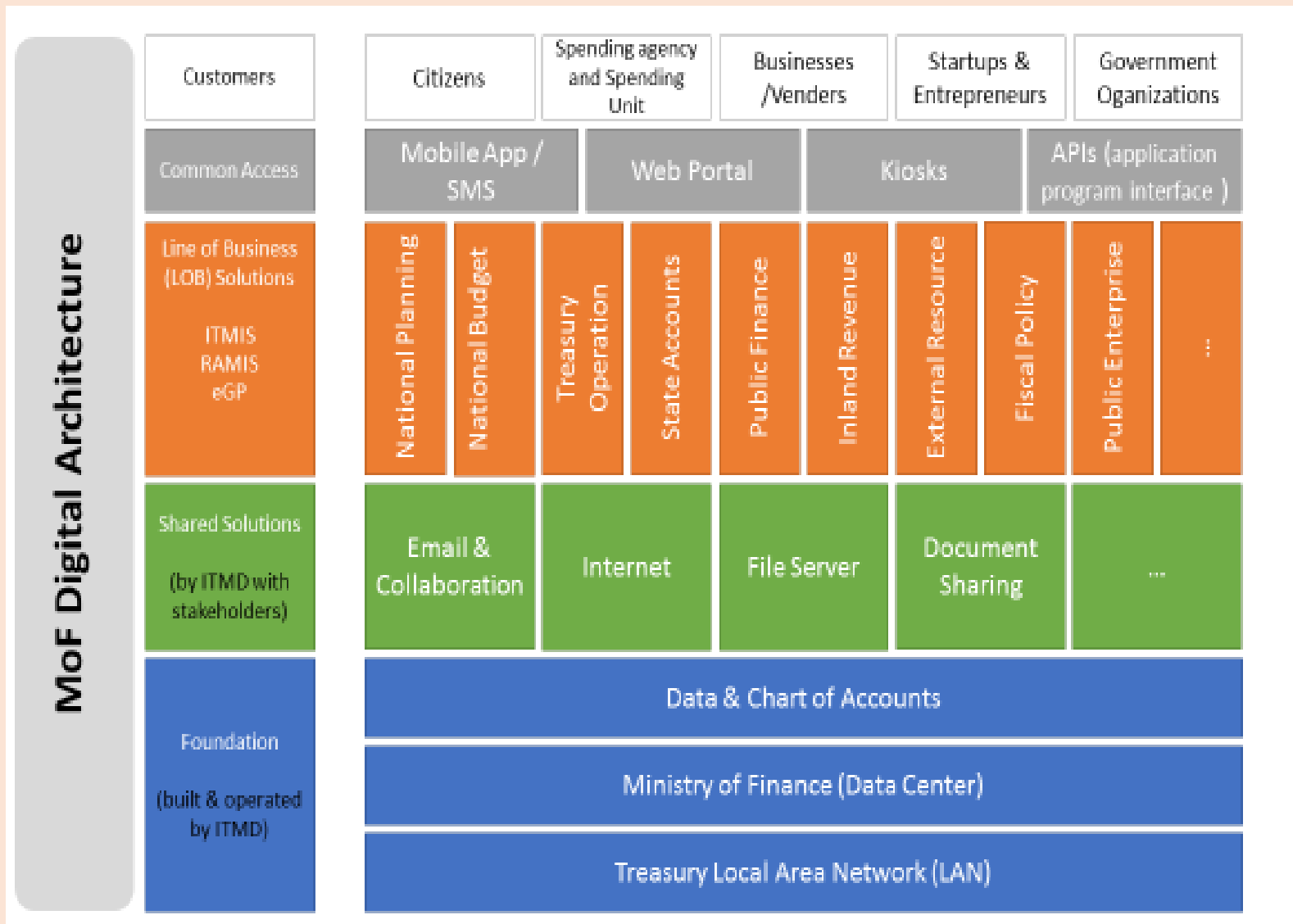
<b>Service Level</b>	<b>Approved Cadre Permanent</b>	<b>Existing Cadre Permanent</b>	<b>Vacant Carder Permanent</b>
<b>Senior</b>	14	09	05
<b>Tertiary</b>	10	09	01
<b>Secondary</b>	25	19	06
<b>Primary</b>	07	07	00
<b>Other</b>	02	02	00
<b>Total</b>	<b>58</b>	<b>46</b>	<b>12</b>

# Scope of MOF ITMD





# MOF Digital Architecture



# Activity Plan

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
				Q1	Q2	Q3	Q4			
Provided uninterrupted digital working environment	To provide efficient and reliable communication through the MoF network	1	<b>Upgrade, Maintain &amp; Monitor IT infrastructure in the Ministry of Finance Premises</b>						ICTO, DO, SO, DO-Trainee	DG, ADG, D(Development), DD(ICT), AD(ICT)
			Installing, Configuration, Testing of new switches in TOD, NPD and PED. (For this task to be completed the network infrastructure of those departments should be renovated by them first)					Provided proper communication facilities to TOD, NPD, PED		
			Continuous technical support throughout the year (Servers, Firewall, Switches, Routers and Network)					No. of solved incidents		
			Monitoring and managing Leased line and 4 ADSL routers at NOC					Provided proper communication facilities		
			Troubleshooting other ADSL routers (around 30) within the Ministry							
			Creation and monitoring of LGN user accounts for MOF officials					No. of user accounts created and monitored		
	To support IT related services	2	<b>Hardware Maintenance of Ministry of Finance</b>						ICTO, ICTO, DO, ICTA, DO-Trainee, DO-Trainee	DG, ADG, D(Development), DD(ICT), AD(ICT)
			Maintain around 1,200 computers and 600 printers with other connected devices in order to provide uninterrupted service delivery					No. of completed incidents		
			Onsite computer repairing & troubleshooting							
			Technical support on major problems and new purchasing of IT related equipment							
			Software installation, updating and uninstalling unnecessary Software (OS, Applications, Virus guard, Drivers)							

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
				q1	q2	q3	q4			
Established sound HR & salary management	Centralized system for HR Management and processing salary	<b>3</b>	<b>Expand Payroll System</b>						ICTO, DO, ICTA	DG, ADG, D(Development), AD(IT)
			Complete live run in all Treasury Departments					No. of departments completed live run		
Efficient and effective Treasury Management	Integrated and digitalized Treasury functions	<b>4</b>	<b>Supporting services for ITMIS</b>						IT Staff	DG, ADG, D(Development), DD(ICT), AD(ICT)
			Facilitating ITMIS implementation					No. of services provided / progress of the ITMIS implementation		
			Facilitating ITMIS user training programs							
			Supporting ITMIS rollout process							
			Monitoring infrastructure and services (Facility monitoring)							
	Technical support for Data Center/Data Recovery Center revamping									
Transparency and awareness	Provide updated treasury information	<b>5</b>	<b>Updating contents of the Treasury website</b>						ICTO, SO, ICTA	DG, ADG, D(Development), AD(ICT)
			Periodically update circulars, gazettes, news and other information					No. of updates done		
			Coordination of web coordinators of treasury departments					Regular coordination		
			Monitoring the contents of the web site and maintaining backups					Ensuring regular monitoring and backups		
	Enhance the quality of website	<b>6</b>	<b>Enhancements to the MOF web portal</b>						ICTO, ICTO, SO, ICTA	DG, ADG, D(Development), AD(ICT)
			Gathering of further requirements					Completed requirement gathering		
			Designing					Completed Designing		
			Developing					Completed developing		
			QA Testing for newly added features					Availability of reliable web pages		
	Implementation of new features					Availability of completed web site				

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
				Q1	Q2	Q3	Q4			
Paperless office environment	Improve internal e-communication	<b>7</b>	<b>Monitoring and maintaining Treasury Intranet</b>						ICTO, ICTO, SO, ICTA	DG, ADG, D(Development), DD(ICT)
			Utilize intranet for internal communication among treasury departments					Availability of updated information		
			Make necessary changes when required					Availability of updated information		
	Promote official e-mail for efficient, reliable and proper communication	<b>8</b>	<b>Co-ordinate e- mail system (Outlook ) for efficient official communication</b>						ICTO, ICTA	DG, ADG, D(Development), DD(ICT)
			Create e-mail accounts / groups according to the requirements					No. of e-mail accounts /groups created		
			Monitoring and maintaining the e-mail system					Availability of uninterrupted service		
			E-mail account inactivation when necessary					No. of e-mail accounts deactivated		
Securely stored important documents	Make digital archive	<b>9</b>	<b>Monitoring and maintenance of MoF new File Server</b>					ICTO, ICTO, DO	DG, ADG, D(Development), DD(ICT), AD(ICT)	
			Creating secure folders							No. of secure folders were created
			Maintenance and monitoring							Availability of uninterrupted service
Manageable IT based working environment	Manage user accounts for the security of network and information	<b>10</b>	<b>Handling and Monitoring Active Directories (AD)</b>					ICTO, ICTA	DG, ADG, D(Development), DD(ICT)	
			AD Accounts creation							No. of AD accounts created
			AD Accounts changing							No. of AD accounts changed
			AD Accounts disabling							No. of AD accounts disabled
Ensure e-Government	Automate government functions and	<b>11</b>	<b>System Development</b>					ICTO, ICTO, ICTA, DO-Trainee	DG, ADG, D(Development), AD(ICT)	
			Mail Management System (Implement for departments as they request)							Number of customized systems as per the requests of departments

Goal	Area of Responsibility		Activities	Timeline	Outputs	Responsible Person	Supervision
	improve e-Government		Automated Vehicle Permit Approving System - TIPD		Completed the implementation of the system		
			Developing new systems for departments of MOF, as per their request		No. of systems developed as per requests		
Knowledge Sharing	To enhance the capacity development of trainees	12	<b>Conducting/ Managing Training Programs for internship trainees</b>			ICTO, ICTO, DO, ICTA, ICTA, DO-Trainee, DO-Trainee	DG, ADG, D(Development), AD(ICT)
			Conduct training programmes for internship trainees		No of internship trainees trained		
Skillful staff in the field of ICT	Improve skills and knowledge of ICT for Government staff	13	<b>Technical Training Programmes / IT awareness programmes for staff members in Treasury departments</b>			AO, DO(Acc.), MA(Training), DO-Trainee, ICTO, ICTA	DG, ADG, D(Development), D(Admin), Accountant
			Identification of training requirement and conduct training programmes		No. of training Programmes conducted		
Efficiency Service Delivery	Enhance Knowledge & skills of officials	14	<b>Participation of training programs</b>			D-Admin AO MA-(Training)	ADG
			Need identification		Completed need identification		
			Select suitable programs for officials		Selected suitable programmes for officials		
			Attending officials as requirements of the department		No. of officials participated for training programmes		
Ensure Accountability and Transparency	Budget controlling and identifying priorities	15	<b>Preparing reports</b>			DD (planning)	ADG D(Dev)
			Annual Action Plan of the department		Prepared Action Plan		
			Progress Reporting and reviewing		Prepared Progress Reports		
			Annual Performance Report for the previous year		Prepared Annual Performance Report		

Goal	Area of Responsibility		Activities	Timeline				Outputs	Responsible Person	Supervision
	Implement RTI Act requirements	<b>16</b>	<b>Providing Information according to RTI Act</b>	q1	q2	q3	q4		Information Officer	ADG
			Responding letters					No. of letters were responded		
			Providing requested information					Requested information were provided		
	Accountability	<b>17</b>	<b>Replying Audit Queries</b>						Accountant, AO	D/Admin
			Government Audit Queries					No. of Queries were answered		
			Internal Audit Queries					No. of Queries were answered		

# Imprest Requirement Plan

Expenditure Items with Expenditure Codes		Cash Requirements for the Approved Expenditure Plans												Total
		1 <sup>st</sup> Quarter			2 <sup>nd</sup> Quarter			3 <sup>rd</sup> Quarter			4 <sup>th</sup> Quarter			
		January	February	March	April	May	June	July	August	September	October	November	December	
I	Salaries and Allowance (1001 and 1003)	3,650	3,650	3,650	3,650	3,650	3,650	3,650	3,650	3,650	3,650	3,650	3,650	43,800
II	Other Allowances paid with salary (except object code 1003)	342	342	342	342	342	342	342	342	342	342	342	342	4,105
III	Overtime and Holiday Pay (1002)	41	41	43	41	41	43	41	41	43	41	41	43	500
IV	All Other Recurrent Expenditure	1,697	967	12,960	1,094	1,243	73,236	15,710	1,273	74,927	960	1,085	79,013	264,165
	<b>Total Recurrent</b>	<b>5,730</b>	<b>5,000</b>	<b>16,996</b>	<b>5,127</b>	<b>5,276</b>	<b>77,271</b>	<b>19,743</b>	<b>5,306</b>	<b>78,962</b>	<b>4,993</b>	<b>5,118</b>	<b>83,048</b>	<b>312,570</b>
V	Reimbursable Foreign Aid	-	-	-	-	-	-	-	-	-	-	-	-	-
	Other all Capital Expenses	135	700	225	760	350	5	10	10	5	20	20	10	2,250
VI	Public Officers Advance Account	170	303	302	600	360	365	100	100	175	175	175	175	3,000
VII	Deposit Accounts			38				273						311
VIII	Other Advance Accounts													
	<b>Grand Total</b>	<b>6,035</b>	<b>6,003</b>	<b>17,561</b>	<b>6,487</b>	<b>5,986</b>	<b>77,641</b>	<b>20,126</b>	<b>5,416</b>	<b>79,142</b>	<b>5,188</b>	<b>5,313</b>	<b>83,233</b>	<b>318,131</b>

# Procurement Plan

Department	Type of Procurement (Goods, Works, Equipment & Services Ets.)	Estimate cost (Rs.)	Nos. of Item	Source of Financing /Name of the Donor	Procurement method (ICB/NCB/ and National Shopping Etc.)	Level of Authority (CAPC, MPC, DPC Etc.)	Priority Status U=Urgent P=Priority N=Normal	Current status of procurement preparedness activities	Scheduled date of commencement	Scheduled date of completion	Remarks
ITMD	<b>2102 - Furniture &amp; Office Equipment</b>										
	Computer Chair with arm	200,000.00	20	11	Shopping	DPC	N	Proceeding quotations	1st week of February	3rd week of March	
		<b>200,000.00</b>									
	<b>2103 - Plant Machinery and Equipment</b>										
	Laptop(Apple)	750,000.00	2	11	Shopping	DPC	N	Proceeding quotations	1st week of March	4th Week of April	
	Photocopy Machine	400,000.00	1	11	Shopping	DPC	N	Proceeding quotations	2nd Week of January	1st week of March	
	Display Monitor 60"	200,000.00	1	11	Shopping	DPC	N	Proceeding quotations	2nd week of January	1st week of March	
	CCTV (NOC & UPS Room)	200,000.00	1	11	Shopping	DPC	N	Proceeding quotations	1st Week of April	2nd week of May	
	Desktop PC (High End)	140,000.00	1	11	Shopping	DPC	N	Proceeding quotations	2nd Week of April	3rd week of May	
	External Hard Disk 4TB	50,000.00	2	11	Shopping	DPC	N	Proceeding quotations	2nd Week of February	2nd week of March	
	Hardware Maintenance Tools	50,000.00		11	Shopping	DPC	N	Proceeding quotations	2nd Week of February	2nd week of March	
	Emergency Lamp	10,000.00	2	11	Shopping	DPC	N	Proceeding quotations	2nd Week of January	1st week of February	
		<b>1,800,000.00</b>									



Type of Procurement (Goods, Works, Equipment & Services Ets.)	Estimate cost (Rs.)	Nos. of Item	Source of Financing /Name of the Donor	Procurement method (ICB/NCB/ and National Shopping Etc.)	Level of Authority (CAPC, MPC, DPC Etc.)	Priority Status U=Urgent P=Priority N=Normal	Current status of procurement preparedness activities	Scheduled date of commencement	Scheduled date of completion	Rem arks
<b>2401- Capacity</b>										
Foreign & Local Training	250,000.00	1	11	Shopping	DPC	N	Proceeding quotations	1st week of February	4th week of March	
Other Training										
	<b>250,000.00</b>									

# Procurement Plan

1	2	3	4				5	6
Serial Number	Activities for Audit Identified by internal Audit on Risk evaluation	Risk Assessment (Reference number)	Period for perform internal audit work				Number of Audit Reports expected to be submitted	Manpower that can be used for internal audit (Number of days)
			1 Quarter	2 Quarter	3 Quarter	4 Quarter		
1	Preparation of Preliminary Report		✓				1	2
2	Chief Internal Auditors Quarterly Assessment Report & Progress Report		✓	✓	✓	✓	4	10
3	Conduct the Audit & Management Committee (AMC) Meeting		✓	✓	✓	✓	4	8
4	Hardware Maintenance of Ministry of Finance	2			✓		1	5
5	Supporting Services for ITMIS	4	✓				1	7
6	Progress Reporting & Reviewing	16		✓		✓	1	7
7	System Development	11			✓			5
8	Updating Contents of the Treasury Website	5		✓			1	2
9	Special Assignments							