ACTION PLAN – 2022

DEPARTMENT OF PUBLIC ENTERPRISES MINISTRY OF FINANCE

H= High

M= Medium

Action Plan – 2022

Department of Public Enterprises

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 			1st Quarter to 4 th Quarter	1.1CircularsGuidelinesManuals	
	 1.2 Issue a guideline for the preparation of Administrative Manuals. 1.3 Handling policy matters 1.4 Handling Post privatization issues 1.5 Issues of winding up institutions 1.6 Activities of Under Performing Act 	- ADG (P) + ADG(all) + Teams	Η	2 nd Quarter Throughout the Year	 1.2 Manual No. of matters handled 1.4 No. of issues handled 1.5 (a) No. of meetings held (b) No. of Cabinet Papers 	
	1.0 Activities of Older Fertonning Act				submitted	

2. Monitoring the Performance of Public Enterprises	 2.1. Monitoring of SOEs plans based on priority monitoring Levels of High, Medium and Low. a) Identification of Main issues of SOEs b) Convene meetings or communication with Board of Directors to discuss issues if required. c) Review Corporate plans, Action plans, Annual Budgets of 2022 and communicate identified issues with SOES where necessary 	ADG (P) Head of SOE monitoring unit		Throughout the Year Throughout the Year	 2.1 a) No of issues identified/Fishbone diagram b) No of meetings held c) No of Plans reviewed
	2.2 Monitor the performances of SOEs periodically		Н		
	a)Develop monitoring formats and generate performance reportsb) Identify the gaps between the Budgets and Actuals			Throughout the Year	2.2 a) No of performance reports generated.b) No of Performance Review reports
	c) Inqire reasons and corrective actions taken. If necessary.	ADG (All) AD/DD/D			prepared.
	2.3 Evaluating and Analyzing the Business Proposals if submitted.		Н	Throughout	2.3 Number of proposal evaluated and analyzed
	2.4 Provide observations and comments to	J		the year	2.4 No of observations and

	the cabinet memorandums .			Throughout the Year	comments provided.
	2.5 SOE issues handling				 2.5 a) No of letters written b) No of meetings arranged/Minutes d) No of Site visit done.
	3.1 Estimation of Levy/Dividends of SOEs				d) No of Site visit done.
3.Safeguard	considering the Annual Budget and Strategic	ר			
shareholder interest	Plan and Financial position.				
	3.2 Collection of Levy and Dividend 2021				3.1 No of Estimates made and total expected value from levy and dividends.
	3.3 Participating in AGM / EGM	ADG (All) AD/DD/D			levy and dividends.
	3.4 Facilitating an effective Audit Monitoring regarding the actions taken by		Н	Throughout	3.2 Amount of collected Levy and dividend
	SOEs on issues raised by the Auditor General /External Auditors.			the Year	3.3 No of AGMs / EGMs Attended
	3.5 Provide Finance minister concurrence for SOEs for Finance Act provisions.	7			3.4 No of communications in relating to Audit Issues made.
	3.6 Granting of approval for major transactions, subject to safeguarding the Treasury interest.	ADG (P)		Bi-annual	3.5 No of request letters received and No of Concurrence letters sent
	3.7 Conduct Treasury Rep meetingsa) T/Rep issue solving meetingb)Awareness program/workshop	ADG (All) AD/DD/D		Throughout the Year	3.6 No of approved major transactions

	 3.8 Guideline of Golden Share Holding Policy for subleasing, Ceding, Assigning & Alienation of RPCs' land 3.9 Arrange Golden Shareholders meetings with representatives of RPCs. 	ADG (A)	2 nd Quarter Throughout the Year	 3.7 a)No of meetings arranged b)awareness workshops held 3.8 Prepared Guidelines 3.9 No. of meetings organized
4. Safeguard the Public interest	 4.1Assisting to the COPE a) Prepare reports to COPE on the performance of SOEs which are to be reviewed by the respective COPE meetings b) Attend COPE meetings of relevant SOEs c) Follow up the implementation of COPE recommendations by SOEs d) Submit PED's observations on COPE reports (Interim and Final) submitted in parliament 	ADG (All) AD/DD/D	Throughout the Year	 4.1 a) No of COPE reports prepared b) No of COPE meetings attended c) No of follow up letters sent d)Whether the report was submitted

4.2 a) Follow up timely submission of Annual Reports in Parliament	ADG (All) AD/DD/D	М	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	Н	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			4.3a)No of implemented proposalsb) No of Follow up meetings arranged
4.4 Preparation of Financial Statements and Public officers Advance B Account	ADG (A)	Н	Before 28 th of February 2022	4.4 Timely submission of Financial Statements and Public Officers Advance B Account 2020 to relevant authorities

4.5 Preparation and timely submission of Performance Report of 2021.	ADG (P)	Н	31st May 2022	4.5 Timely submission of the chapter.
4.6 Preparation of the chapter on SOBEs for the MOF Annual Report 2021	ADG (P)	Н	End of May 2022	4.6 Timely submission of the chapter.
4.7 Preparation of chapter on SOBEs for the Report On Fiscal Management Responsibility Act 2021	ADG (P)	Н	Mid July 2022	4.7 Timely submission of the chapter.
4.8 Provide information for CBSL Annual Report]	М	End of March 2022 End of July	4.8 Timely submission of the chapter.
4.9 Provide information for CBSL Semi Annual Report	ADG (P)	М	2022	4.9 Timely submission of the chapter.
4.10 Provide information for Mid-year Fiscal Position Report		М	Mid October 2022	4.10 Timely submission of the chapter.

4.11 Update the	personal Files of the Staff	ADG(A), D(A)]	No of Updated Personal Files.
4.12 Prepare Sa	lary increments of the Staff	AD(A), A.O ADG(A), D(A) AD(A), A.O		No of approved Salary increments.
0	pprovals for staff loans with the procedures.	ADG(A), D(A) AD(A), A.O		No of approved loans
4.14 Update the the officer	leave records of s	ADG(A), D(A)		Updated Leave register
implement t		AD(A), A.O	ut t	
4.16 Manage the department	e vehicle fleet of the	ADG(A), D(A) AD(A), A.O	Ye	ar No of Vehicles in good condition
4.17 Manage th Departmen	e letters received to the t	ADG(A),		All the letters should deliver to the relevant Section
	ing wances and Railway quest by the Staff	D(A) AD(A), A.O		No of Trainings No of allowances and warrants issued

4.20 Being Responsible for efficient	ADG	Throughout	Steps that have been taken to
maintenance of the Accounting System of the Department	D/DD/AD	the Year	correct any shortcoming when they reveal
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)	ADG D/DD/AD	Throughout the Year	No of Reports sent on due dates
4.22 Preparation of related records information and maintenance of them up to date	ADG D/DD/AD	Throughout the Year	No of Records prepared
4.23 Performance of functions relating to payments and receipt	ADG D/DD/AD	Throughout the Year	
4.24 Preparation of Estimates (Annual Estimates of Revenue, Annual Estimates of Expenditure, Annual Budget Estimates for Public Officer's	ADG D/DD/AD	2 nd Quarter	No of Estimates prepared and submitted on due dates.
Advance Accounts) 4.25 Implementation of a proper internal control system	ADG D/DD/AD	Throughout the Year	Steps that have been taken to correct any shortcoming when they reveal
4.26 Assisting the Chief Accounting Officer in accounting matters	ADG D/DD/AD	Throughout the Year	

4.27Carrying 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 r ules and regulations and provisions relating to the scope specifically assigned	ADG D/DD/AD	Throughout the Year	No of Reports sent on due dates	
4.28 Assets Management (Fixed Assets & Stores Related Functions)		Throughout the Year		
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.		Throughout the Year		