



ACTION PLAN – 2022

**DEPARTMENT OF PUBLIC ENTERPRISES
MINISTRY OF FINANCE**



Action Plan – 2022
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				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	
	1.6 Activities of Under Performing Act				(b) No. of Cabinet Papers submitted	

3.Safeguard shareholder interest	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 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 Amount of collected Levy and dividend 3.3 No of AGMs / EGMs Attended 3.4 No of communications in relating to Audit Issues made.				
	3.2 Collection of Levy and Dividend 2021								
	3.3 Participating in AGM / EGM								
	3.4 Facilitating an effective Audit Monitoring regarding the actions taken by SOEs on issues raised by the Auditor General /External Auditors.								
	3.5 Provide Finance minister concurrence for SOEs for Finance Act provisions.								
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 meetings a) T/Rep issue solving meeting b)Awareness program/workshop	ADG (All) AD/DD/D					Throughout the Year	3.6 No of approved major transactions		

	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			4.3a)No of implemented proposals b) No of Follow up meetings arranged	
	4.4 Preparation of Financial Statements and Public officers Advance B Account	ADG (A)	H	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)	H	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)	H	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)	H	Mid July 2022	4.7 Timely submission of the chapter.
	4.8 Provide information for CBSL Annual Report	ADG (P)	M	End of March 2022	4.8 Timely submission of the chapter.
	4.9 Provide information for CBSL Semi Annual Report		M	End of July 2022	4.9 Timely submission of the chapter.
	4.10 Provide information for Mid-year Fiscal Position Report		M	Mid October 2022	4.10 Timely submission of the chapter.

	<p>4.11 Update the personal Files of the Staff</p> <p>4.12 Prepare Salary increments of the Staff</p> <p>4.13 Granting approvals for staff loans complying with the procedures.</p> <p>4.14 Update the leave records of the officers</p> <p>4.15 Prepare the procurement Plan and implement the Plan</p> <p>4.16 Manage the vehicle fleet of the 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>ADG(A), D(A) AD(A), A.O</p> <p>ADG(A), D(A) AD(A), A.O</p> <p>ADG(A), D(A) AD(A), A.O</p> <p>ADG(A), D(A) AD(A), A.O</p> <p>ADG(A), D(A) AD(A), A.O</p> <p>ADG(A), D(A) AD(A), A.O</p> <p>ADG(A), D(A) AD(A), A.O</p>		<p>Througho ut the Year</p>	<p>No of Updated Personal Files.</p> <p>No of approved Salary increments.</p> <p>No of approved loans</p> <p>Updated Leave register</p> <p>Completed the procurement Plan at the end of the Year</p> <p>No of Vehicles in good condition</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>	
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	4.20 Being Responsible for efficient maintenance of the Accounting System of the Department	ADG D/DD/AD		Throughout the Year	Steps that have been taken to 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 Advance Accounts)	ADG D/DD/AD		2 nd Quarter	No of Estimates prepared and submitted on due dates.	
	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		

	<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 D/DD/AD</p>		<p>Throughout the Year</p> <p>Throughout the Year</p> <p>Throughout the Year</p>	<p>No of Reports sent on due dates</p>	
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