

# **Action Plan 2020**

**Department of Information Technology  
Management**

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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

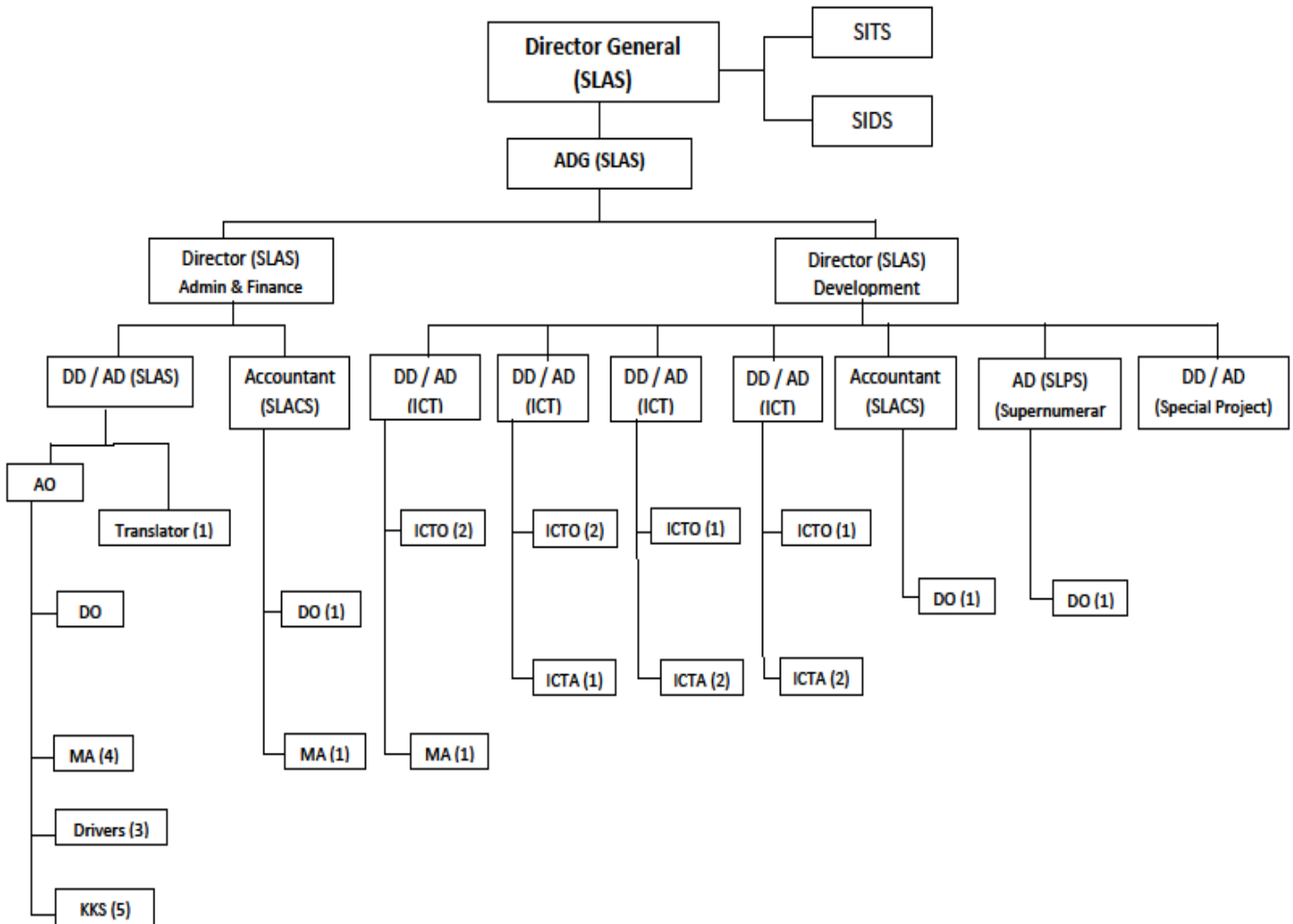
## **Strategic Objectives**

- 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

**Information Technology Management Department**  
 Organization Structure



තොරතුරු තාක්ෂණ කළමනාකරණ දෙපාර්තමේන්තුව

**Department of Information Technology Management**

මුදල් අමාත්‍යාංශය - Ministry of Finance

කාර්ය මණ්ඩල වාර්තාව

2019.12.31

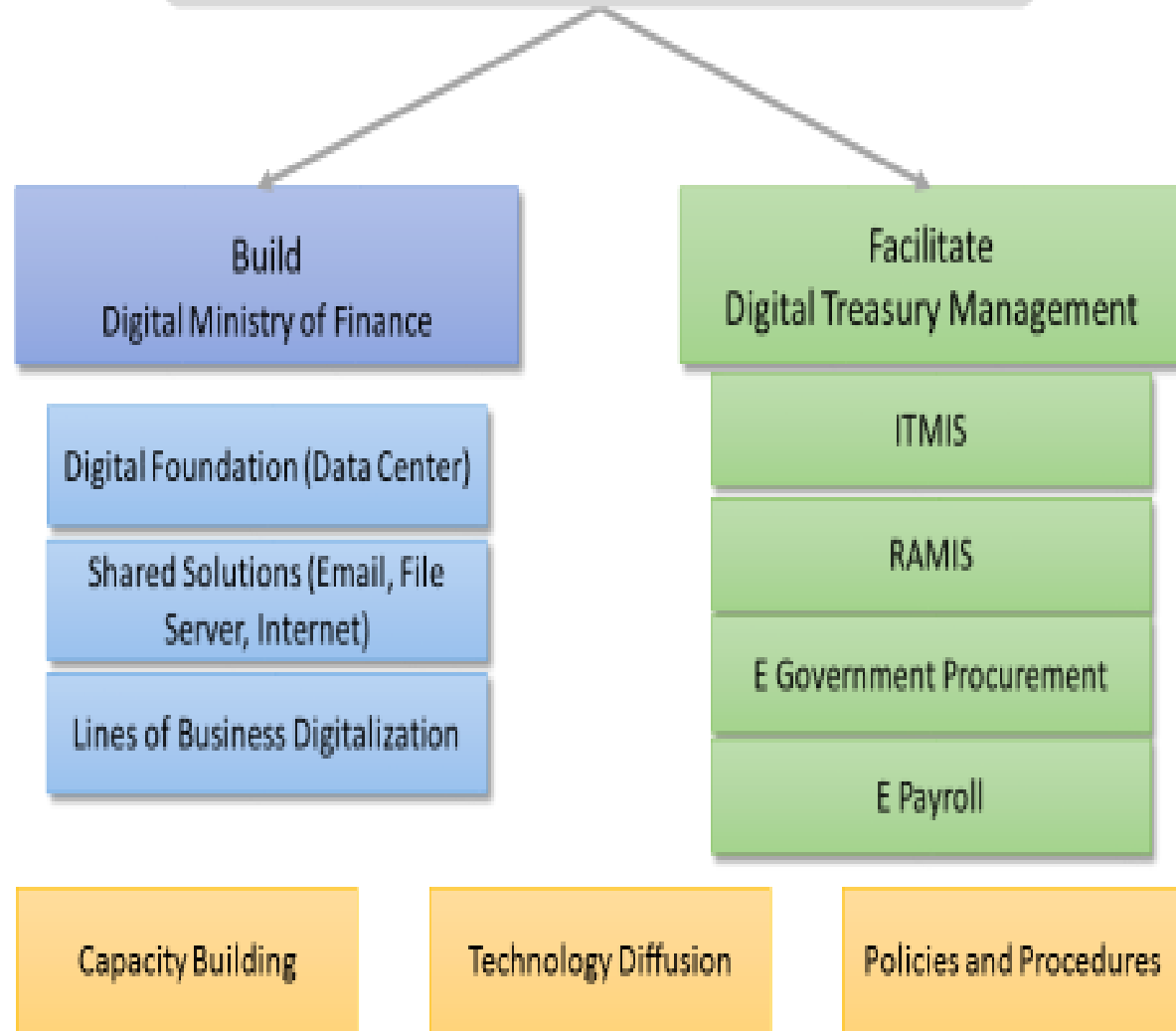
**Summary of Cadre**

| Serial No. | තනතුර<br>Designation  | වැටුප් කේතය<br>Salary code | අනුමත ගණන<br>Approved Cadre | සිටින ගණන<br>Existing Cadre | පුරප්පාඩු ගණන<br>Vacant Cadre | අතිරික්ත ගණන<br>excess Cadre | සේවාව<br>Service                   | පන්තිය/<br>ශ්‍රේණිය | Level        |
|------------|---|----------------------------|-----------------------------|-----------------------------|-------------------------------|------------------------------|------------------------------------|---------------------|--------------|
|            |   |                            |                             |                             |                               |                              |                                    | Grade/ Class        |              |
| 1          | අධ්‍යක්ෂ ජනරාල් Director General  | SL 3                       | 1                           | 0                           | 1                             | 0                            | SLAS                               | Special             | Senior Level |
| 2          | අතිරේක අධ්‍යක්ෂ ජනරාල් Additional Director General                                    | SL 3                       | 1                           | 1                           | 0                             | 0                            | SLAS                               | Special             | Senior Level |
| 3          | අධ්‍යක්ෂ Director   | SL 1                       | 2                           | 2                           | 0                             |                              | SLAS                               | I                   | Senior Level |
| 4          | නියෝජ්‍ය/සහකාර අධ්‍යක්ෂ Deputy/Assistant Director                                     | SL 1                       | 1                           | 0                           | 1                             | 0                            | SLAS                               | III/II              | Senior Level |
| 5          | නියෝජ්‍ය/සහකාර අධ්‍යක්ෂ Deputy/Assistant Director                                     | SL 1                       | 4                           | 2                           | 2                             | 0                            | SLICTS                             | 1-III/II            | Senior Level |
| 6          | සහකාර අධ්‍යක්ෂ Assistant Director   | SL 1                       | 1                           | 1                           | 0                             | 0                            | SLPS (අධි සේවක)<br>(Supernumerary) | III                 | Senior Level |
| 7          | නියෝජ්‍ය/සහකාර අධ්‍යක්ෂ (විශේෂ ව්‍යාපෘති) Deputy/Assistant Director (Special Project) | SL 1                       | 1                           | 0                           | 1                             | 0                            | Departmental                       | III/II              | Senior Level |

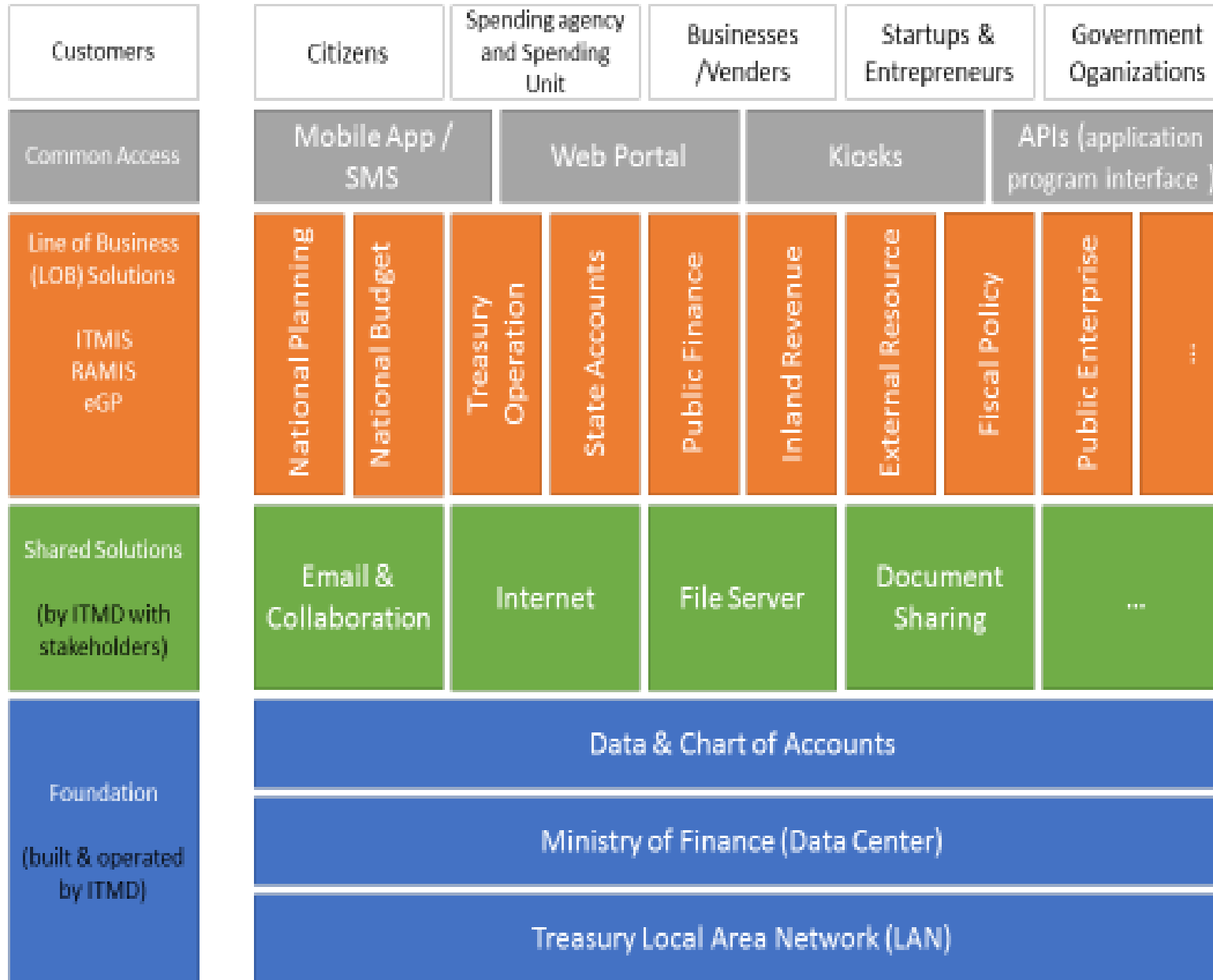
|    |   |      |    |    |   |   |               |                   |                 |
|----|---|------|----|----|---|---|---------------|-------------------|-----------------|
| 8  | ගණකාධිකාරී Accountant   | SL 1 | 2  | 1  | 1 | 0 | SLACS         | III/II            | Senior Level    |
| 9  | පරිපාලන නිලධාරී Administrative Officer  | MN 7 | 1  | 1  | 0 | 0 | PMAS ( Supra) | Supra Grade       | Tertiary Level  |
| 10 | තොරතුරු හා සන්නිවේදන තාක්ෂණ නිලධාරී ICT Officer   | MN 6 | 6  | 6  | 0 | 0 | SLICTS        | 2-II/I            | Tertiary Level  |
| 11 | භාෂා පරිවර්තක Translator  | MN 6 | 1  | 1  | 0 | 0 | TS            | II/I              |                 |
| 12 | සංවර්ධන නිලධාරී Development Officer   | MN 4 | 4  | 3  | 1 | 0 | DOS           | III/II/I          | Secondary Level |
| 13 | විද්‍යා හා තාක්ෂණ නිලධාරී Science and Technology Officer  | MN 4 | 0  | 1  | 0 | 1 | Departmental  |                   | Secondary Level |
| 14 | තොරතුරු හා සන්නිවේදන තාක්ෂණ සහකාර ICT Assistant   | MT 1 | 5  | 5  | 0 | 0 | SLICTS        | 3-III/II/I        | Secondary Level |
| 15 | කළමනාකරණ සේවා නිලධාරී Management Service Officer  | MN 2 | 6  | 6  | 0 | 0 | PMAS          | III/II/I          | Secondary Level |
| 16 | රියදුරු Drivers   | PL 3 | 3  | 2  | 1 | 0 | DS            | III/II/I/ Special | Primary Level   |
|    | කාර්යාල කාර්ය සහායක KKS   | PL 1 | 0  | 1  | 0 | 1 | Departmental  | OES               | Primary Level   |
| 17 | කාර්යාල කාර්ය සහායක KKS   | PL 1 | 5  | 5  | 0 | 0 | OES           | III/II/I/ Special | Primary Level   |
| 18 | තොරතුරු තාක්ෂණ ජ්‍යෙෂ්ඨ විශේෂඥ (පද්ධති සංවර්ධන) Senior Information Technology Specialist - System Development |      | 1  | 1  | 0 | 0 |               |                   | Contract        |
| 19 | යටිතල පහසුකම් සංවර්ධන ජ්‍යෙෂ්ඨ විශේෂඥ Senior Infrastructure Development Specialist                            |      | 1  | 1  | 0 | 0 |               |                   | Contract        |
|    | එකතුව   |      | 46 | 40 | 8 | 2 |               |                   |                 |



# Scope of MoF ITMD



# MoF Digital Architecture



| Goal   | Objectives  |     | Action / Description  | Timeline           |                    |                    |                    | Responsibility                  | Supervision                   |
|--|---|-----|---|--------------------|--------------------|--------------------|--------------------|---------------------------------|-------------------------------|
|  |   |     |   | 1st<br>Quart<br>er | 2nd<br>Quart<br>er | 3rd<br>Quart<br>er | 4th<br>Quart<br>er |                                 |                               |
| uninterrupted<br>digital<br>working<br>environment | To provide efficient<br>and reliable<br>communication<br>through the MoF<br>network | 1   | <b>Renovate current Network System of MOF for efficient &amp; reliable communication</b>  |                    |                    |                    |                    | ICTO5,DO2<br>, DO-<br>Trainee 3 | DG,ADG,<br>D(Dev),DD(I<br>CT) |
|  |   | 1.1 | Knowledge sharing & implementation of Installing New                                      | →                  |                    |                    |                    |                                 |                               |
|  |   | 1.2 | Switches and Cabling together with supplier   |                    | →                  |                    |                    |                                 |                               |
|  |   | 1.3 | Configuration, Testing  |                    |                    | →                  |                    |                                 |                               |
|  |   | 1.4 | Maintain the system throughout the year   |                    |                    |                    | →                  |                                 |                               |
|  |   | 1.5 | Switch configuration & cabling for computer lab of ITMD                                   |                    |                    |                    | →                  |                                 |                               |
|  |   | 1.5 | Firewall Configuration and maintenance  |                    | →                  |                    |                    |                                 |                               |
|  |   | 2   | <b>Upgrade &amp; Maintenance of IT infrastructure in the Ministry of Finance Premises</b> |                    |                    |                    |                    |                                 |                               |
|  |   | 2.1 | Continuous technical support  |                    |                    |                    |                    |                                 |                               |
|  |   | 2.2 | (Servers, Firewall, Switches, Routers and Network)  |                    |                    |                    |                    |                                 |                               |
|  |   | 2.3 | Monitoring and managing Leased line and 2 ADSL routers at                                 |                    |                    |                    |                    |                                 |                               |
|  |   | 2.4 | NOC   |                    |                    |                    |                    |                                 |                               |
|  |   |     | Troubleshooting other ADSL routers (around 30)within the Ministry                         |                    |                    |                    |                    |                                 |                               |
|  |   |     | Creation of LGN user accounts for MOF officials   |                    |                    |                    |                    | ICTO5,DO2<br>, DO-<br>Trainee 3 | DG,ADG,<br>D(Dev),<br>DD(ICT) |

|                              |  |     |   |  |  |  |  |                           |                         |
|------------------------------|--|-----|---|--|--|--|--|---------------------------|-------------------------|
|                              | Supporting IT related service                              | 3   | <b>Hardware Maintenance of Ministry of Finance</b><br>Maintain the 1200 computer and 600 printers with other connected devices in order to uninterrupted service delivery |  |  |  |  | ICTO1,ICT A3,DO-Trainee 2 | DG,ADG, D(Dev), DD(ICT) |
|                              |  | 3.1 | Onsite computer repairing & troubleshooting   |  |  |  |  |                           |                         |
|                              |  | 3.2 | In house computer repairing on major problems   |  |  |  |  |                           |                         |
|                              |  | 3.3 | Software installation, updating and uninstalling unnecessary Software (OS, Applications, Virus guard, Drivers)  |  |  |  |  |                           |                         |
|                              |  | 3.4 |   |  |  |  |  |                           |                         |
| Sound HR & salary management | Centralized system for HR Management and processing salary | 4   | <b>Expand Payroll System for Treasury Departments</b>   |  |  |  |  | ICTO5,DO1,STO,ICTA2       | DG,ADG, D(Dev), AD(ICT) |
|                              |  | 4.1 | Continue parallel run in 8 departments (already started)  |  |  |  |  |                           |                         |
|                              |  | 4.2 | Start parallel run for other 6 departments  |  |  |  |  |                           |                         |
|                              |  | 4.3 | Live run Payroll system for 14 Departments in the Ministry of Finance   |  |  |  |  |                           |                         |
| Rapid and reliable           | Digitalization of Import/ Export process                   | 5   | <b>Implementation of Single Window Trade Portal</b>   |  |  |  |  | ICTO4,STO,ICTA5           | DG,ADG, D(Dev), AD(ICT) |
|                              |  | 5.1 | Connecting of Central Bank Payment Gateway with SLSI system   |  |  |  |  |                           |                         |
|                              |  | 5.2 | Start test run of system developed for NPQS and live run  |  |  |  |  |                           |                         |

|   |   |     |   |  |  |  |  |                    |                                  |
|---|---|-----|---|--|--|--|--|--------------------|----------------------------------|
| trade process                               |   | 5.3 | System development for DAPH   |  |  |  |  |                    |                                  |
| Efficient and effective Treasury Management | Integrated and digitalized Treasury functions | 6   | <b>Supporting services for ITMIS</b>                                |  |  |  |  | IT Staff           | DG,ADG, D(Dev), DD(ICT), AD(ICT) |
|   |   | 6.1 | Facilitating ITMIS implementation                                   |  |  |  |  |                    |                                  |
|   |   | 6.2 | Facilitating ITMIS user training programs                           |  |  |  |  |                    |                                  |
|   |   | 6.3 | Help Desk support   |  |  |  |  |                    |                                  |
|   |   | 6.4 | Trouble Shooting  |  |  |  |  |                    |                                  |
|   |   | 6.5 | Monitoring infrastructure and services                              |  |  |  |  |                    |                                  |
| Transparency and awareness                  | Provide updated treasury information          | 7   | <b>Updating contents of the Treasury website</b>                    |  |  |  |  | ICTO5,SO,D<br>OT3  | DG,ADG, D(Dev), DD(ICT)          |
|   |   | 7.1 | Periodically update circulars, gazettes, news and other information |  |  |  |  |                    |                                  |
|   |   | 7.2 | Make awareness the web coordinators of treasury departments         |  |  |  |  |                    |                                  |
|   |   | 7.3 | Checking and monitoring the contents of the web site                |  |  |  |  |                    |                                  |
|   | Enhance the quality of website                | 8   | <b>Upgrading the Treasury web site</b>                              |  |  |  |  | ICTO5,SO,IC<br>TA4 |                                  |
|   |   | 8.1 | Requirement gathering   |  |  |  |  |                    |                                  |
|   |   | 8.2 | Designing   |  |  |  |  |                    |                                  |
|   |   | 8.3 | Developing  |  |  |  |  |                    |                                  |
|   |   | 8.4 | Implementation  |  |  |  |  |                    |                                  |

|                                     |                                  |   |   |  |  |  |  |                 |                         |                         |
|-------------------------------------|----------------------------------|---|---|--|--|--|--|-----------------|-------------------------|-------------------------|
|                                     |                                  |   |   |  |  |  |  |                 |                         |                         |
| Paperless office environment        | Improve internal e-communication | 9   | <b>Deploying the upgraded Treasury Intranet</b>                                   |  |  |  |  | ICTO5,SO,ICTA4  | DG,ADG, D(Dev), AD(ICT) |                         |
|                                     |                                  | 9.1   | Utilize intranet for internal communication among treasury departments            |  |  |  |  |                 |                         |                         |
|                                     |                                  | 9.2   | Make necessary changes  |  |  |  |  |                 |                         |                         |
|                                     | Promote official e-mail          | 10  |   |  |  |  |  |                 | ICTO2,ICTA3             | DG,ADG, D(Dev), DD(ICT) |
|                                     |                                  | 10.1  | <b>Co-ordinate e- mail system (Outlook ) for efficient official communication</b> |  |  |  |  |                 |                         |                         |
|                                     |                                  | 10.2  |   |  |  |  |  |                 |                         |                         |
| 10.3                                |                                  | E-mail account creation and inactivation when necessary<br>Create e-mail groups according to the requirements<br>Monitoring the e-mail system |   |  |  |  |  |                 |                         |                         |
| Securely stored important documents | Make digital archive             | 11  | <b>Migrate MoF documents to new server</b>  |  |  |  |  | ICTO2,ICTO4,DO1 | DG,ADG, D(Dev) DD(ICT)  |                         |
|                                     |                                  | 11.1  | Creating secure folders   |  |  |  |  |                 |                         |                         |
|                                     |                                  | 11.2  | Maintenance and monitoring  |  |  |  |  |                 |                         |                         |
|                                     |                                  | 11.3  | Old file server migration   |  |  |  |  |                 |                         |                         |

|  |  |    |   |        |  |  |  |  |  |                               |
|--|--|----|---|--------|--|--|--|--|--|-------------------------------|
| Manage<br>able IT<br>based<br>working<br>environ<br>ment | Manage user<br>accounts  | 12 | <b>Handling and Monitoring Active Directories (AD)</b>                    | —————→ |  |  |  |  | ICTO2,ICTA3                                    | DG,ADG,<br>D(Dev),<br>DD(ICT) |
| 12.1   | AD Accounts creation   |    |   |        |  |  |  |  |  |                               |
| 12.2   | AD Accounts changing   |    |   |        |  |  |  |  |  |                               |
| 12.3   | AD Accounts disabling  |    |   |        |  |  |  |  |  |                               |
| Ensure<br>e<br>govern<br>ment                            | Automate<br>government<br>functions                                | 13 | <b>System Development</b>   | —————→ |  |  |  |  |  |                               |
| 13.1   | Mail Management System   |    |   |        |  |  |  |  |  |                               |
| 13.2   | Trainee Task/HR and Payment Management System                      |    |   |        |  |  |  |  |  |                               |
| 13.3   | Automated Permit Approving System - TIPD                           |    |   |        |  |  |  |  |  |                               |
| 13.4   | Transport Management Information System for MOF                    |    |   |        |  |  |  |  |  |                               |
| 13.5   | Developing new system for departments of MOF, as per their request |    |   |        |  |  |  |  |  |                               |
| Knowled<br>ge<br>sharing                                 | Capacity<br>development of<br>trainees                             | 14 | <b>Conducting/ Managing Training Programs for internship<br/>trainees</b> | —————→ |  |  |  |  |  |                               |
| 14.1   | Hardware   |    |   |        |  |  |  |  |  |                               |
| 14.2   | Troubleshooting of system and application software                 |    |   |        |  |  |  |  |  |                               |
| 14.3   | Network implementation   |    |   |        |  |  |  |  |  |                               |
| 14.4   | System development   |    |   |        |  |  |  |  |  |                               |
| 14.5   | Software quality assurance and testing                             |    |   |        |  |  |  |  |  |                               |
|  |  |    |   |        |  |  |  |  | ICTO1,DO2,<br>DO-Trainee<br>2,DO-<br>Trainee 3 | DG,ADG,<br>D(Dev),<br>AD(ICT) |

|                                    |                                     |      |  |   |   |  |  |                             |                           |  |
|------------------------------------|-------------------------------------|------|--|---|---|--|--|-----------------------------|---------------------------|--|
| Sound training environment         | Upgrade infrastructure              | 15   | <b>Establishment of IT Lab and Upgrade Infrastructure for ITMD</b>                             | → |   |  |  | AO, Accountant and IT staff | DG,ADG,D(Dev), Accountant |  |
|                                    |                                     | 15.1 | Wiring and LAN configuration for ITMD computer lab   |   |   |  |  |                             |                           |  |
|                                    |                                     | 15.2 | Purchase new PCs/ Laptops, Smart board, printer and other devices for computer lab and ITMD    |   |   |  |  |                             |                           |  |
| Skillful staff in the field of ICT | Capacity development of ITMD staff  | 16   | <b>Technical Training Programs for IT staff of ITMD</b>  | → |   |  |  | AO,DO(Acc),MA(Training)     | DG,ADG,D(Dev), Accountant |  |
|                                    |                                     | 16.1 | Networking   |   |   |  |  |                             |                           |  |
|                                    |                                     | 16.2 | Software Development/ Mobile Application Development   |   |   |  |  |                             |                           |  |
|                                    | Improve skills and knowledge of ICT | 17   | <b>IT Awareness Programs for Treasury departments as per the requirements (including ITMD)</b> |   | → |  |  |                             |                           |  |
|                                    |                                     | 17.1 |  |   |   |  |  |                             |                           |  |
|                                    |                                     | 17.2 | Basic introduction of how to use PC  |   |   |  |  |                             |                           |  |
|                                    |                                     | 17.3 | Physical security of PCs and other electronic devices  |   |   |  |  |                             | DG,ADG, D(Dev), AD(ICT)   |  |
|                                    |                                     | 17.4 | Internet security  |   |   |  |  |                             |                           |  |
|                                    |                                     | 17.5 | Security of Hardware, software and Data  |   |   |  |  |                             |                           |  |
|                                    |                                     | 17.6 | Applying Social Media for official purposes  |   |   |  |  |                             | ICTO2,ICTO4,ICTO2,ICTA3   |  |
|                                    |                                     | 17.7 | Best practices of using computers  |   |   |  |  |                             |                           |  |
| 17.8                               | Networking<br>Software development  |      |  |   |   |  |  |                             |                           |  |



|  |  |  |  |  |  |  |  |  |  |
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|--|--|--|--|--|--|--|--|--|--|

| Goals                      | Objectives                                    | Activities | Time Period   |                         |                         |                         | Responsibility | Supervision           |            |
|----------------------------|---|------------|---|-------------------------|-------------------------|-------------------------|----------------|-----------------------|------------|
|                            |   |            | 1 <sup>st</sup> Quarter                                       | 2 <sup>nd</sup> Quarter | 3 <sup>rd</sup> Quarter | 4 <sup>th</sup> Quarter |                |                       |            |
| Effective service delivery | Enhance knowledge and skills of officials     | <b>18</b>  | <b>Participation of training programs conducted by MILODA</b> |                         |                         |                         |                | D-Admin<br>MA-Priyani | ADG        |
|                            |   | 18.1       | Need identification   |                         |                         |                         |                |                       |            |
|                            |   | 18.2       | Select suitable programs for official                         |                         |                         |                         |                |                       |            |
|                            |   | 18.3       | Attending officials as requirements of the department         |                         |                         |                         |                |                       |            |
| Ensure accountability      | Budget controlling and identifying priorities | <b>19</b>  | <b>Preparing reports</b>                                      |                         |                         |                         |                | AD<br>(Planning)      | D(Dev)/ADG |
|                            |   | 19.1       | Annual Action Plan of the department                          |                         |                         |                         |                |                       |            |
|                            |   | 19.2       | Progress Reporting & Reviewing                                |                         |                         |                         |                |                       |            |
|                            |   | 19.3       | Annual Performance Report for the previous year               |                         |                         |                         |                |                       |            |

|                   |                                |                               |  |  |  |  |  |                     |     |
|-------------------|--------------------------------|-------------------------------|--|--|--|--|--|---------------------|-----|
| Make transparency | Implement RTI Act requirements | <b>20</b><br><br>20.1<br>20.2 | <b>Providing Information according to RTI Act</b><br><br>Responding letters<br>Providing requested information |  |  |  |  | Information Officer | ADG |
|-------------------|--------------------------------|-------------------------------|--|--|--|--|--|---------------------|-----|



