**Committee on Public Enterprises (COPE)**

1. **Background Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1.1 | Name of the Institute |  | | | |
| 1.2 | Vision | * 1. Mission | | | |
| 1.4 | Key Functions |  | | | |
| 1.5 | Line Ministry/Supervisory Agency |  | | | |
| 1.6 | Establishment | 1.7 Act/Deed: | | 1.8 Other (Pl specify) | |
| 1.9 | Location/Address | | | | |
| 1.10 | Contact Details   |  |  |  |  | | --- | --- | --- | --- | | Coordinating Personnel | Telephone No. | Email: | 13 Fax: | |  |  |  |  | | | | | |
| **1.11** | **Details of the Subsidiary , Associate Companies or Institutions:**   |  |  |  |  | | --- | --- | --- | --- | | **Names of the Subsidiary , Associate Companies or Institutions** | **Ownership (%)** | **Dividends received (Rs.)** | | | **2015** | **2014** | | **1.** |  |  |  | | **2.** |  |  |  | | **3.** |  |  |  | | **4.** |  |  |  | | **5.** |  |  |  | | | | | |
| **1.12** | **Reviewing Subsidiary Companies** | | | | |
|  |  | **Yes** | **No** | | **Not Relevant** |
| 1.12.1 | Held meetings once in six months to discuss the performance of its subsidiaries | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | |
| 1.12.2 | Prepare at least half yearly performance reports on subsidiary | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | |
| 1.12.3 | Whether dividends are received on the regular basis where profits are made | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | |
| 1.12.4 | Make similar arrangements to monitor the Associates and other investments | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | |
| 1.12.5 | Investments in subsidiary and associates and other investments are accounted properly | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | |

1. **Board of Management**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 2.1 | No of Board Members as per Act:  ---------------- | | 2.2 No. of Board Members Appointed :  -------------------- | | | | | | | 2.3No. of Board Members Vacant:  ------------------- | | | | | |
| 2.4 | **Name of :**  Chairman  Director General/CEO/ GM    Working Director | | ………………………………………….  ………………………………………….  ………………………………………….. | | | | | | | **Contact No:**  **…………………………………..**  **……………………………………**  **…………………………………….** | | | | | |
| 2.5 | |  |  |  | | --- | --- | --- | | Name of Treasury Representative: | Contact No: | e-mail: | | **………………………………………………………** | **…………………………………….** | **……………………………………** | | | | | | | | | | | | | | | |
| 2.6 | Name of the other Board Members:-   |  |  |  | | --- | --- | --- | | Name | Contact No: | e-mail: | | 1. |  |  | | 2. |  |  | | 3. |  |  | | 4. |  |  | | 5. |  |  | | 6. |  |  | | 7. |  |  | | 8. |  |  | | 9. |  |  | | 10 |  |  | | | | | | | | | | | | | | | |
| 2.7 | Name of the Board Secretary: | | ……………………………………………………. | | | | | | | **Contact No:**  **……………………………………………..** | | | | | |
|  |  | | **2015:** | | | | | | | **2014:** | | | | | |
| **>12** | **8-12** | | | | | **8>** | **>12** | | **8-12** | | | **8<** |
| 2.8 | No. of Boards Meetings held | | |  | | --- | |  | | |  | | --- | |  | | | | | | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | | | | |  | | --- | |  | |
|  |  | **2015:** | | | | | | | | | **2014:** | | | | |
|  |  | | **Yes** | | | | | **No** | | **Yes** | | | | **No** | |
| 2.9 | Whether the Board consist of a member in the field of Finance? (Except Representative from the Treasury) | | |  | | --- | |  | | | | | | |  | | --- | |  | | | |  | | --- | |  | | | | | |  | | --- | |  | | |
| 2.10 | Whether the Board consist of a member in the subject area of the enterprise? | | |  | | --- | |  | | | | | | |  | | --- | |  | | | |  | | --- | |  | | | | | |  | | --- | |  | | |
| **2.11** | **Whether a mechanism is in place to periodically review its;** | | | | | | | | | | | | | | |
|  |  | | **2015:** | | | | | | | **2014:** | | | | | |
| 2.11.1 | Corporate Plan/ Action Plan | | |  | | --- | |  | | | | | |  | | --- | |  | | | | |  | | --- | |  | | | | | |  | | --- | |  | | |
| 2.11.2 | Performance against targets | | |  | | --- | |  | | | | | |  | | --- | |  | | | | |  | | --- | |  | | | | | |  | | --- | |  | | |
| 2.11.3 | Annual Budget | | |  | | --- | |  | | | | | |  | | --- | |  | | | | |  | | --- | |  | | | | | |  | | --- | |  | | |
| 2.12 | **Whether following statements are tabled and reviewed by the Board at their monthly Board Meetings** | | | | | | | | | | | | | | |
|  | |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **2015** | | **2014** | | **Not Relevant** | | **Yes** | **No** | **Yes** | **No.** | | Monthly Performance statements in financial and physical terms | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | | Operating Statement for the month | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | | Cash flow statement for the month | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | | Statement of Human Resources | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | | Statement of procurement | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | | | | | | | | | | | | | | | |
| 2.12.1 |
| 2.12.2 |
| 2.12.3 |
| 2.12.4 |
| 2.12.5 |
|  |
| 2.13 | **Whether the Board also institutes system for effective management of its working capital by following statements be reviewing on monthly basis** | | | | | | | | | | | | | | |
|  |  | | **2015** | | | | | | | **2014** | | | | | |
|  |  | | **Yes** | | **No** | | | | | **Yes** | | | **No** | | |
| 2.17.1 | Age analysis of debtors and creditors | | |  | | --- | |  | | | |  | | --- | |  | | | | | | |  | | --- | |  | | | | |  | | --- | |  | | | |
| 2.17.2 | Age analysis of stocks | | |  | | --- | |  | | | |  | | --- | |  | | | | | | |  | | --- | |  | | | | |  | | --- | |  | | | |
| 2.17.3 | Statement that identifying old, slow moving and obsolete stocks and other items | | |  | | --- | |  | | | |  | | --- | |  | | | | | | |  | | --- | |  | | | | |  | | --- | |  | | | |
| 2.17.4 | Whether monitoring and evaluation of performance of Subsidiaries/ Associates and other investments are performed | | |  | | --- | |  | | | |  | | --- | |  | | | | | | |  | | --- | |  | | | | |  | | --- | |  | | | |
| **2.18** | **Period covered by the latest Corporate Plan**  **……………………………………..** | | **Date of the latest Corporate Plan approved by the Board**  **…………………………….** | | | | | | | **Date of the latest Action Plan approved by the Board**  **………………………………** | | | | | |
| **2.19** | **Achievements of targets for the year**  **given in Corporate/ Action Plan**   |  |  |  | | --- | --- | --- | | **Key Targets/ Goals in the Corporate Plan** | **Achievement in 2014 (%)** | **Achievement in 2015 (%)** | | 1. |  |  | | 2. |  |  | | 3. |  |  | | 4. |  |  | | 5. |  |  | | 6. |  |  | | 7. |  |  | | 8. |  |  | | 9. |  |  | | 10. |  |  | | **Average performance** |  |  | | | | | | | | | | | | | | | |
| **2.20** | **Whether Corporate Plan includes following salient features in 2015** | | | | | | | | | | | | | | |
|  |  | | **Yes** | | | | | | | **No** | | | | | |
| 2.20.1 | The Vision, Mission and Objectives | | |  | | --- | |  | | | | | | | | |  | | --- | |  | | | | | | |
| 2.20.2 | The current resources available | | |  | | --- | |  | | | | | | | | |  | | --- | |  | | | | | | |
| 2.20.3 | The Organization Structure | | |  | | --- | |  | | | | | | | | |  | | --- | |  | | | | | | |
| 2.20.4 | SWOT Analysis | | |  | | --- | |  | | | | | | | | |  | | --- | |  | | | | | | |
| 2.20.5 | Strategic Plan | | |  | | --- | |  | | | | | | | | |  | | --- | |  | | | | | | |
| 2.20.6 | Action Plan clearly identifying the responsibilities of the managers | | |  | | --- | |  | | | | | | | | |  | | --- | |  | | | | | | |
| 2.21 | The date of annual budget approved by the Board (before the commencement of the preceding year)  How many revisions were made thereon? | | **2015**  **………………………………….** | | | | | | | **2014**  **……………………………..** | | | | | |
| **2.22** | **Whether the budget includes following;** | | | | | | | | | | | | | | |
|  |  | | **2015** | | | | | | | **2014** | | | | | |
|  |  | | **Yes** | | | **No** | | | | **Yes** | | | | **No** | |
| 2.22.1 | Budgeted Income & Expenditure Statement | | |  | | --- | |  | | | | |  | | --- | |  | | | | | |  | | --- | |  | | | | | |  | | --- | |  | | |
| 2.22.2 | Budgeted Balance Sheet | | |  | | --- | |  | | | | |  | | --- | |  | | | | | |  | | --- | |  | | | | | |  | | --- | |  | | |
| 2.22.3 | Budget Cash flow statement | | |  | | --- | |  | | | | |  | | --- | |  | | | | | |  | | --- | |  | | | | | |  | | --- | |  | | |
| 2.22.4 | Budgeted Capital Expenditure together with  action plan | | |  | | --- | |  | | | | |  | | --- | |  | | | | | |  | | --- | |  | | | | | |  | | --- | |  | | |
| 2.22.5 | Whether copies of the approved final budget be forwarded to the line Ministry, PED and the Auditor General not less than 15 days before the commencement of the ensuing year? | | |  | | --- | |  | | | | |  | | --- | |  | | | | | |  | | --- | |  | | | | | |  | | --- | |  | | |

1. **Human Resources Management**

**3.1 Position of the approved and actual cadre**

|  |  |  |  |
| --- | --- | --- | --- |
| **Category** | **Approved Cadre by the ( MSD)** | **Actual Cadre as at**  **31 Dec. 2014** | **Actual Cadre as at 31 Dec. 2015** |
| Senior |  |  |  |
| Secondary |  |  |  |
| Tertiary |  |  |  |
| Primary |  |  |  |
| Other, (casual/contract) |  |  |  |
| **Total** |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **Yes** | **No** | | **Not Relevant** |
| 3.2 | Whether the action taken to fill the vacancies? | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | |
| 3.3 | Reasons for excess staff if available and action taken to resolve the matter | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | |
| 3.4.1 | Is the Scheme of Recruitment (SOR) approved by the Treasury (MSD)? | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | |
| 3.4.2 | The latest Date of approval | ………………….. |  | |  |
|  |  | **Yes** | **No** | | **Not Relevant** |
| 3.5.1 | Whether the enterprise is having annual training plan for HR development? | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | |
| 3.5.2 | Is in operation? | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | |
| 3.5.3 | Whether the enterprise is having Succession Plan for the key positions | |  | | --- | |  | | |  | | --- | |  | | | |  | | --- | |  | |
| 3.6 | The amount spent on HR Development (Rs.) | 2015 | | 2014 | |
| ………………………………… | | ……………………………………… | |

1. **Financial Performance**

|  | **For the period ended**  **31 Dec. 2015**  **(Rs, 000)** | **For the year ended**  **31 Dec. 2014 (Rs, 000)** | **Change % between the years 2014 & 2015** |
| --- | --- | --- | --- |
| **Total Income** |  |  |  |
| **Operating income** |  |  |  |
| **Treasury Grant (Recurrent)** |  |  |  |
| **Other Income** |  |  |  |
| * Other Operating Income |  |  |  |
| * Funds Received From Other Agencies |  |  |  |
| **Total Expenditure** |  |  |  |
| * Personnel cost |  |  |  |
| * Finance cost |  |  |  |
| * Others |  |  |  |
| **Profit/ (Loss) or excess /(shortage) before tax** |  |  |  |
| Tax |  |  |  |
| **Profit/ (Loss) or excess /(shortage) after tax** |  |  |  |
| **Gross Profit** |  |  |  |
| **Gross profit per employee ( Gross profit/Number of year end employee)** |  |  |  |
| **Dividends or returns paid to the General Treasury** |  |  |  |

1. **Balance Sheet (As at the end of Last 4 years)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2015**  **Rs. (000)** | **2014**  **Rs. (000)** | **2013**  **Rs. (000)** | **2012**  **Rs. (000)** |
| **Total Assets** |  |  |  |  |
| Non-Current Assets |  |  |  |  |
| Current Assets |  |  |  |  |
| **Equity & Liabilities** |  |  |  |  |
| Initial Capital |  |  |  |  |
| Cumulative Profit/ (Loss) |  |  |  |  |
| Reserves |  |  |  |  |
| Net assets |  |  |  |  |
| Long term borrowings |  |  |  |  |
| Current Liabilities |  |  |  |  |
|  |  |  |  |  |

1. **Suspense or unreconciled control accounts**

|  |  |  |
| --- | --- | --- |
| **Description** | **Amount (Rs.)** | **Period in suspense or unreconciled** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Annual Report**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | **2014** | | **2013** | | **2012** | | **2011** | |
| 7.1 | Whether the Annual Report tabled in Parliament | |  |  | | --- | --- | | Yes | No | | | |  |  | | --- | --- | | Yes | No | | | |  |  | | --- | --- | | Yes | No | | | |  |  | | --- | --- | | Yes | No | | |
| 7.2 | Date of Annual Report tabled in Parliament | ……………………. | | ………………. | | …………………. | | ……………….. | |
| 7.3 | If not tabled, the reason for the delay | …………………….. | | ………………….. | | ………………….. | | ………………… | |
| 7.4 | **Whether the Annual Report contains following;** | | | | | | | | |
|  |  | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** | **Yes** | **No** |
| 7.4.1 | All the Vision, Mission and future direction of the organization | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 7.4.2 | Brief profile of the Directors and Senior management | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 7.4.3 | Review by the Chairman | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 7.4.4 | Directors report | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 7.4.5 | Audit Committee report | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 7.4.6 | Audited Financial Statements | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |
| 7.4.7 | Report of the Auditor General/ Private Auditor | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

1. **Receivables and Payables**

|  |  |  |
| --- | --- | --- |
| **Receivables** | **As at 31 Dec. 2015 (Rs.)** | **As at 31 Dec 2014 (Rs.)** |
| Over 6 month and below one year |  |  |
| One to two years |  |  |
| Over three years |  |  |
| **Payables** |  |  |
| Over 6 month and below one year |  |  |
| One to two years |  |  |
| Over three years |  |  |

1. **Fixed Assets Register**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **2015** | |
|  |  | **Yes** | **No** |
| 9.1 | Whether Fixed Assets Register is in existence and updated regularly? | |  | | --- | |  | | |  | | --- | |  | |
| 9.2 | Whether Annual Board of survey are appointed and carry out verifications of Fixed Assets and stores? | |  | | --- | |  | | |  | | --- | |  | |

1. **Procurement**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **2015** | | **2014** | |
| Whether the procurement Plan is prepared and approved before the commencement of the year | |  |  | | --- | --- | | Yes | No | | | |  |  | | --- | --- | | Yes | No | | |
| Date of the Procurement Plan approved by the Board | **………………………………………** | | **……………………………..** | |
| Value of procurements made out of the procurement plan | Rs. …………………………………. | | Rs. ……………………………… | |
| Value of the procurements not made even though planned | Rs. …………………………………. | | Rs. ……………………………… | |
| Particulars delays in procurement if any with the value and period of delay  (i) Value  (ii) Period (Months) | Rs. ……………………………….  …………………………………… | | Rs. ……………………………..  …………………………………. | |
| Audit queries if any in brief related to deviation from procurement guidelines | …………………………………….. | | ……………………………………. | |
|  | **2015** | | **2014** | |
|  | **Yes.** | **No.** | **Yes.** | **No.** |
| Whether Enterprise has appointed a Procurement Committee to deal with all procurement of goods and services in terms of the guidelines on Government Procurement Procedure? | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | | |  | | --- | |  | |

1. **Capital Projects**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Delays in implementation of capital projects as at 31 November 2015 | Amount (Rs) | Due date | Period of delay | Any additional cost incurred due to delay (Rs.) |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

1. **Unreplied Audit Queries**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Brief Description | 1 – 3 months | 4 – 6 months | 7 – 12 months | Over 1 year |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |

1. **Audit Committee**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | 2015 | 2014 |
| 13.1 | Number of meetings held |  |  |
|  |  | Yes | No |
| 13.2 | Whether the Audit Committee chaired by the Treasury Representative or by a person possessing financial management skills. | |  | | --- | |  | | |  | | --- | |  | |
| 13.3 | Whether the Audit Committee did the following tasks and reported the results to the Board |  |  |
|  |  | Yes | No |
| 13.3.1 | Review and determine the annual internal audit plan | |  | | --- | |  | | |  | | --- | |  | |
| 13.3.2 | Review and determine the action to be taken on the issues raised in the Internal audit reports and the audit queries raised by the auditor General | |  | | --- | |  | | |  | | --- | |  | |
| 13.3.3 | Review and evaluate internal control system for all activities of the entity | |  | | --- | |  | | |  | | --- | |  | |
| 13.3.4 | Review regularly the performance of the entity | |  | | --- | |  | | |  | | --- | |  | |
| 13.3.5 | Review annual financial statements and the compliance with the applicable reporting standards | |  | | --- | |  | | |  | | --- | |  | |
| 13.3.6 | Review implementation of the recommendations and directives made by the COPE | |  | | --- | |  | | |  | | --- | |  | |
| 13.3.7 | Review management report of the Auditor General and action to be taken thereon | |  | | --- | |  | | |  | | --- | |  | |
| 13.3.8 | Whether Senior Management Committee is in effectively in operation? | |  | | --- | |  | | |  | | --- | |  | |
| 14 | **Senior Management Committee** | | |
| 14.1 | Whether the Audit Committee chaired by the Chairman/ Chief Executive Officer (CEO)? | |  | | --- | |  | | |  | | --- | |  | |
| 14.2 | Whether the Audit Committee did the following tasks and reported the results to the Board |  |  |
| 14.2.1 | Board decisions at previous meetings that have still not been implemented | |  | | --- | |  | | |  | | --- | |  | |
| 14.2.2 | Reviewing actual performance against targets and identifying reasons for deviations with remedial action that need to be taken | |  | | --- | |  | | |  | | --- | |  | |
| 14.2.3 | Critical evaluation of cash flows and projected requirements for quarter ahead | |  | | --- | |  | | |  | | --- | |  | |
| 14.2.4 | Debt/cash management and its effectiveness in the collection of long outstanding debts including cheques not presented, dishonored/ returned cheques and unrealized deposits etc. | |  | | --- | |  | | |  | | --- | |  | |
| 14.2.5 | Stock control and review of the stock levels to identify slow moving, obsolete or redundant stocks including its disposal and storage | |  | | --- | |  | | |  | | --- | |  | |
| 14.2.6 | Progress on any capital expenditure to ensure time schedules for completion | |  | | --- | |  | | |  | | --- | |  | |
| 14.2.7 | Follow up on procurement delays (if any) to obviate emergency purchases | |  | | --- | |  | | |  | | --- | |  | |
| 14.2.8 | Ensuring payments of statutory dues such as EPF, ETF, Taxes | |  | | --- | |  | | |  | | --- | |  | |
| 14.2.9 | Settlement of creditors and long term loans on due dates to avoid penalties | |  | | --- | |  | | |  | | --- | |  | |
| 14.2.10 | Technology upgrading necessary, with justifications to facilitate decision making by the Board | |  | | --- | |  | | |  | | --- | |  | |

1. **Response to COPE Directions**

|  |  |
| --- | --- |
| The date of last COPE meeting held |  |
| **Directions given by the COPE**  1.  2.  3.  4.  5. | **Present position of implementation** |
| **Recommendations given by the COPE**  1.  2.  3.  4.  5. | **Present position of implementation** |

**The above information**

**Abbreviations**

MSD - Department of Management Services

PED - Department of Public Enterprises

COPE - Committee on Public Enterprises

**The above information is true and accurate.**

**Chairman CEO/GM/DG Officer in charge of Finance**