පාර්ලිමේන්තු ප්‍රකාශන මාලා අංක 492
ආයතනයේ නම : දිස්ත්‍රික් ලේකම් කාර්යාලය - මාතර

පාර්ලිමේන්තුවේ රජයේ ගිණුම් පිළිබඳ කාරක සභාව විසින් සභාගත කරන ලද වාර්තා සම්බන්ධයෙන් ස්ථාවර නියෝග අංක 119(4) යටතේ ගරු අමාත්‍යවරයාගේ නිරීක්ෂණ හා ගනු ලබන පියවර පාර්ලිමේන්තුව වෙත ඉදිරිපත් කිරීම.

பாராளுமன்ற வெளியீட்டுத் தொடர் எண் 492
நிறுவனத்தின் பெயர்: மாவட்ட செயலகம் – மாத்தறை

நாடாளுமன்றத்தின் பொதுக் கணக்குகள் குழு சமர்ப்பித்த அறிக்கைகள் தொடர்பாக, கௌரவ அமைச்சர் அவர்களால் நிலை ஆணை எண் 119(4)-இன் கீழ் எடுக்கப்பட்ட அவதானிப்புகள் மற்றும் நடவடிக்கைகள் குறித்த நாடாளுமன்றச் சமர்ப்பணம்

Parliamentary Publication Series No. 492
Name of Institution: District Secretariat – Matara

Submission of observations of Hon.Minister and steps taken with regard to the reports tabled by the committee on public Accounts in terms of standing order No. 119(4)

Annexure 01

Submission to Parliament of observations and actions taken regarding Standing Order 119(4), as tabled by the Committee on Public Accounts (COPA) of the Parliament of Sri Lanka.

Parliamentary Publication Series No. 492
District Secretariat – Matara
Part One:

Deficiencies and guidelines pointed out by COPA	Actions taken by the Accounting Officer	Current Progress
The register of unauthorized occupations has not been maintained up to date.	All Divisional Secretaries were informed and instructed to maintain a register.	I kindly report that a register has been maintained in this regard since the year 2024
The register for issuing long-term permits has not been maintained up to date.	All Divisional Secretaries were informed and instructed to maintain a register.	I kindly report that a register has been maintained in this regard since the year 2024
The expenditure utility register has not been maintained up to date.	Relevant officers have been informed that an expenditure utility register must be maintained.	I kindly inform you that an expenditure utility register is currently being maintained for the year 2026 and for onwards.
The risk register has not been maintained up to date.	Discussions were held with the relevant officers, and instructions were given that this register must be maintained going forward.	I wish to inform you that the necessary measures will be taken to maintain this register after correcting the identified deficiencies on forward.
The Annual Action Plan had not been prepared.	Instructions have been given to prepare the Annual Action Plan.	Annual Action Plans for the years 2024 and 2025 have been prepared.
The Annual Procurement Plan had not been prepared.	Instructions have been given to prepare the Annual Procurement Plan.	Annual Procurement Plan for the years 2024 and 2025 has been prepared.
Responses had not been provided within a month of period for every audit query submitted by the Auditor General.	All Heads of Divisions and Divisional Secretaries have been informed of the necessity to provide prompt responses to audit queries. Except for audit queries involving complex and technical matters, instructions have been given to send interim replies for the remaining audit queries in instances where a full response cannot be provided as quickly as possible	For the year 2022, 36 audit queries were received, and for the year 2023, 149 audit queries were received, and responses have been provided for all of those audit queries. In 2024, 55 audit queries were received, and responses have been provided for all 55. Similarly, in 2025, 110 audit queries were submitted, and responses have been provided for all of them. I wish to inform you that from 2026 onwards, arrangements are being made to provide responses for every audit query within one month.

There were reported cases where internal audit inquiries were not responded to within a month.	All Heads of Divisions and Divisional Secretaries have been informed of the necessity to provide prompt responses to audit queries. Except for audit queries involving complex and technical matters, instructions have been given to send interim replies for the remaining audit queries in instances where a full response cannot be provided as quickly as possible.	In relation to the year 2023, 13 audit queries were received, and responses to 08 of these queries were provided within one month. With regard to the audit queries received for the years 2024 and 2025, responses to the majority of them were also provided within one month. However, I wish to inform you that delays in obtaining responses for certain audit queries resulted in delays in providing replies within one month.
The audit committee of all the divisional secretariats under the district secretariat has not met even in the minimum number.	The Chief Internal Auditor and other relevant staff have been informed.	At least 04 Audit Management Committee meetings have been held in 2024 and 2025 in relation to the District Secretariat and 16 Divisional Secretariats.
The state emblem was not painted on all vehicles.	Officers of the District Secretariat and all Divisional Secretaries have been informed and instructed to take action accordingly.	I would like to inform you that the state emblem has been painted on some of the existing vehicles, and that a nameplate indicating the relevant office has been included on the front of all vehicles so that they can be identified.
Log books for each vehicle were not maintained on an up-to-date basis.	Officers of the District Secretariat and all Divisional Secretaries have been informed and instructed to take action accordingly.	I would like to report that a logbook is currently being maintained regarding vehicles and will continue to be maintained.
There were outstanding loan balances that had been outstanding for more than a year.	All subject officers and relevant staff officers have been informed to promptly recover outstanding loan balances without delay as per the circular.	There is a debt balance of Rs. 7500/- in this regard and it has not been possible to settle it further as it is difficult to find the relevant officer.
Action had not been taken in terms of F.R. 571 regarding the lapsed deposits in the General Deposit Account	The relevant subject officers and staff officers have been informed to settle deposits exceeding two years in terms of F.R. 571	At present, there are outstanding balances that cannot be settled in terms of F.R. 571, due to the existence of related audit queries.
The Specific Duty Sub-Imprest issued in terms of F.R. 371 had not been settled within 10 days	All staff officers have been informed and instructed to settle the sub-imprests	I hereby inform that, except for delays caused by unavoidable circumstances, the Specific

of the completion of the relevant task.	promptly.	Duty Sub-Imprest issued will be settled within 10 days.
Expenditure had been incurred in excess of the allocated provision limit.	Relevant officers were informed to take necessary measures to ensure that such situations do not arise in the future.	In the years 2024 and 2025, this situation has been avoided, and I kindly inform you that in the future as well, no actions will be taken beyond the allocated provisions.

Part Two:

Monthly District Coordination Committee meetings had not been held.	The political authority has been informed, and it has been advised that the District Coordination Committee meetings should be held on a monthly basis.	I hereby inform that the monthly District Coordination Committee meetings will be held on dates determined by the political authority.
The Divisional Secretary Conference convened by the District Secretary was not held monthly.	The relevant staff officers and Divisional Secretaries were informed and instructed to allocate a specific monthly date at the beginning of the year for the respective year.	I kindly inform that the Divisional Secretaries' Committee meetings for the years of 2024 and 2025 are being conducted on monthly basis.
The District Housing Committee had not met on monthly basis.	Instructions have been issued that the relevant Housing Committee should meet on monthly basis.	I kindly inform that, from the year 2026 onwards, this Committee will be convened.
The District Fertilizer Coordination Committee had not been convened on monthly basis.	The relevant officers have been informed that this Committee should meet on monthly basis.	Currently, this committee meets twice a year during the Yala and Maha seasons. I kindly inform you that arrangements will be made for the committee to meet once a month in the future.
The District Price Fixing Committee had not been convened on monthly basis.	The relevant officers have been informed that this Committee should meet on monthly basis.	Under the prevailing circumstances, this committee meets as required based on necessity. I kindly inform you that arrangements will be made for the committee to meet once a month in the future.
The Citizen/Client Charter had not been properly prepared and implemented in accordance with the Circular No. 05/2008 dated 06.02.2008 of the Ministry of Public Administration and Management, as amended by	Instructions have been issued that, in accordance with this Circular, the Citizen/Client Charter should be properly prepared and implemented.	At present, the Citizen/Client Charter has been properly prepared and is being implemented.

Circular No. 05/218(1) dated 24.01.2018.		
No mechanism had been established to monitor or evaluate the implementation of the institution's Citizen/Client Charter.	The relevant officers have been informed that a proper mechanism should be established and maintained to monitor and evaluate the Citizen/Client Charter.	I hereby inform that a relevant monitoring and evaluation mechanism is currently being maintained.
A properly prepared Human Resource Plan, in accordance with the provisions of Public Administration Circular No. 02/2018 dated 24 January 2018, had not been prepared.	Necessary instructions have been issued that a Human Resource Development Plan should be prepared and maintained in accordance with Circular No. 02/2018.	I would like to inform you that the Human Resources Development Plan of this institution will be maintained from the year 2025.
The prepared human resource plan did not ensure that more than 50 percent of the staff received at least 12 hours of training per year.	Relevant instructions have been issued to the concerned staff officers that each officer should be provided with training opportunities of not less than 12 hours, covering all relevant fields.	I kindly inform that, for the year 2025, all officers have been provided with a minimum of 12 hours of training opportunities.
Performance agreements had not been prepared and entered into covering the entire staff.	It has been informed that performance agreements will be prepared and formalized through agreements.	It is currently being prepared, and I report that the relevant performance agreements will be completed before 31.12.2026.
The audit opinion on the accounts of the institution was at the level of subject/exempt/adverse.	All officers have been informed that a clear audit opinion on the financial statements should be obtained and that relevant corrective actions should be planned accordingly, and the Accounts Division has been instructed to pay greater attention to this matter.	I hereby inform that, at present, a qualified opinion has been obtained on the financial statements.
The performance targets for the year under review had not been submitted by the due date.	All officers have been informed and instructed to carry out follow-up actions to ensure that the targets provided each year and the required level of performance are achieved.	I hereby inform that the targets and performance levels set for the years 2024 and 2025 have been achieved.
The achievement of the identified performance indicator was less than 24%.	Instructions were given to reach a higher value in the set performance indicators.	I hereby inform you that more than 75% progress has been achieved in the years 2024 and 2025.
District and Divisional Drug Prevention Committee meetings had not been held at the rate of one meeting per quarter.	Instructions were given that District and Divisional drug prevention committees should meet in the future as per the circular.	I would like to inform you that the District and Divisional Drug Prevention Committees will meet for the years 2025 and 2026.
The District Land Use	Instructions have been issued	I would like to inform you that

Committee had not met at least once per quarter.	that the District Land Use Committee should meet in accordance with the relevant circular.	the District Land Use Committee will meet as scheduled from 2024.
The number of training opportunities provided was less than 50% of the planned training opportunities. The recommendations of the Auditor General's report had not been implemented.	The relevant officers have been informed to provide at least 12 hours of additional training per year in the future, within the existing allocation limit.	I am pleased to report that these targets have been achieved for the year 2025.
The recommendations/orders of the Public Accounts Committee had not been implemented.	The relevant officials have been informed to implement the recommendations and orders indicated.	I would like to kindly inform you that all the recommendations and orders indicated have been implemented to date.
The District Environmental Committee had not met for at least 02 months.	The relevant officials have been informed that the Environmental Committee should be held in the future as per the circular.	I would like to inform you that Environmental Committee meetings will be held from the year 2025.
The Compensation Committee for damages caused by Wild Elephants and Other Wild Animals had not met as per the instructions of the Ministry of Sustainable Development and Wildlife Circular No. SDW/3/3/16-2016 dated 17.11.2016.	Not Relevant	Not Relevant
The recommendations of the Auditor General's report had not been implemented.	Officials have been informed to take steps to avoid such shortcomings in the future.	I report that all the shortcomings pointed out have now been corrected.

District Secretary / Government Agent
District Secretariat
Matara

O. V. Chandana Thilakaratne
District Secretary/Government Agent
Matara.

Chief Accountant
District Secretariat
Matara

T. G. M. Sudharama
Chief Accountant
District Secretariat Office
Matara.

Recommendation of the Secretary

Measures taken by the District Secretary are recommended and instructions have been given to District Secretaries to pay personal attention on the other shortcomings pointed out and to take corrective measures regarding them.

S. Alokabandara

Secretary

Ministry of Public Administration,Provincial Councils and Local Government

S. Alokabandara
Secretary
Ministry of Public Administration,
Provincial Councils and Local Government

Recommendation of the Minister and the Action Taken

Instruction have been given by me to the Ministry Secretary to take necessary steps by paying special attention on the instructions given to the District Secretary by the Committee on Public Accounts, to ensure that such shortcomings may not occur again and it is expected that the such measures would enable the provable level to reach the optimum level within the year 2026.

Hon.(Prof).A.H.M.H.Abayarathna (M.P.)

Minister of Public Administration, Provincial Councils and Local Government

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