

පාර්ලිමේන්තු ප්‍රකාශන මාලා අංකය: 492

ආයතනයේ නම: අමාත්‍ය මණ්ඩල කාර්යාලය

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

பாராளுமன்ற வெளியீட்டுத் தொடர் இலக்கம் :492
நிறுவனத்தின் பெயர் : அமைச்சரவை அலுவலகம்
பாராளுமன்றத்தின் அரச கணக்குக் குழுவினால்
முன்வைக்கப்பட்ட அறிக்கை தொடர்பாக
நிலையியற் கட்டளை இலக்கம் 119(4) இன் கீழ்
நிறுவனங்களிற்குப் பொறுப்பான கௌரவ
அமைச்சரின் அவதானிப்புக்களும் மற்றும் அது
தொடர்பாக எடுக்கப்படும் நடவடிக்கைகளும்
பாராளுமன்றத்திற்கு சமர்ப்பித்தல்

Parliamentary Series No:492

Name of the institution: Office of the Cabinet of Ministers
Submission of observations of the Hon. Minister in charge of
the institutions and steps taken with regard to the reports tabled
by the Committee on Public Accounts in terms of Standing
Order No. 119(4)

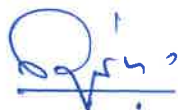
Specimen Form : (No.01)

Parliament Session No. : 492

Name of the Institution : Office of the Cabinet of Ministers

Deficiency identified by the Committee on Public Accounts	Action taken by the Institution to avoid the deficiency/present status
Failure to complete the board of survey and submit the reports to the audit on the due date.	The Boards of Survey were duly appointed on 2023-12-11 to conduct the Survey relating to the year 2023. Due to the relocation of the Cabinet Office from the Republic Building to the Lloyds Building in 2022, the branch inventory had to be updated again when each division was relocated. The board of Survey activities could not be completed until the errors that had occurred during the updating of branch inventories in 2022 were corrected. However, steps were taken to conclude the Board of Survey activities and the entire disposal by 2024-06-19.
Non-implementation of recommendations regarding excesses and deficiencies disclosed from the survey.	Recommendations regarding deficiencies and excesses have been implemented, and reports regarding disposal for the year 2023 have been submitted to the audit on 2024-08-13.
The state emblem not being painted on all vehicles.	As per the instructions of Public Administration Circular No. 26/92, steps have been taken to display the State Emblem on all pool vehicles used full-time for duties at the Cabinet Office.
Non preparation of the internal audit programme	The Republic Building where the Cabinet Office was functioning until 2021-12-31, had a very limited space. Therefore, after the appointment of an Internal Auditor, it was problematic to provide adequate office space for the said officer as well as the necessary space for the audit staff. After the Cabinet Office was established in the 'Lloyds' Building, Sir Baron Jayathilake Mawatha, Colombo 01, an officer of the Treasury was appointed to the post of Internal Auditor on an acting basis from 2023-09-25. Thereafter, the Internal Audit Programme was prepared and submitted to the Auditor General. An Internal Audit Officer has been permanently attached to the Cabinet Office by now.
Not conducting Audit and Management Committee meetings	An internal audit officer has been permanently appointed by now and steps have been taken to hold regular audit and management committee meetings.
Non preparation of Performance agreements including all staff.	Every officer in the staff grade of this office submits a performance plan for the duties related to the year at the beginning of each calendar year as per the instructions of P.A.Circular Nos. 07/98 and 08/98. The said performance plan includes the areas of responsibility of the officer during the

	relevant year, the tasks to be completed and the performance indicators related thereto. The said performance plan is signed by the relevant staff officer, supervisory officer and the Secretary to the Cabinet or a senior officer authorized by the Secretary and accordingly, it is implemented as an agreement regarding the duties and responsibilities to be performed annually. Similarly, the performance related to the plan is assessed and evaluated semi-annually and annually. Requirement of signing the annual performance agreements specified by paragraph 1 of the Circular No. 02/2018 dated 2018-01-24 has been amended by paragraph 3 of the P.A.Circular No.02/2018 (I) dated 2023-11-30 and as per the said amendment, it is observed that the preparation of performance agreement is no longer required.
Performance targets had not been set to measure the achievement of the identified sustainable development goals. Indicators had not been set to measure the progress in implementing the identified sustainable development goals.	Considering the role assigned to the Cabinet Office, the Sustainable Development Goals cannot be directly linked to the functions of this office. This office provides the necessary support for reaching all policy decisions for direction and control of government affairs. Similarly, it is observed that when various Ministries submit Cabinet Memoranda seeking policy approval, the responsibility for implementing those policies in a manner that enables the achievement of those Sustainable Development Goals and targets is assigned to those Ministries.
Training opportunities provided being less than 50% of those planned.	Actions have been taken to get officers to participate in training programmes related to institutional human resource development whenever possible. However, since the activities related to weekly Cabinet meetings must be completed within a very limited time frame, which is the main task assigned to this office, staff members have to be directed to such training programmes without disrupting those activities. The utilization of the allocated funds has particularly been limited due to the large number of officers being directed to training programmes conducted without charging fees in the past, and steps have been taken to reduce the amount of funds currently allocated for the Object on training by a certain amount. Accordingly, it is expected to provide training opportunities to the entire staff in the future, as required.



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