Annual Performance Report 2020

Department of External Resources

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Department of External Resources
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Annual Performance Report 2020

Department of External Resources

Head No 239

Contents

Chapter 01 - Institutional Profile/Executive Summary

1.1. Introduction

External Resources Department, is the apex government department for mobilizing foreign financing and is responsible for coordinating in this regard with the other Treasury Departments and line Ministries.

External Resources Department is administered by the Director General and four Additional Director Generals. Following divisions and units are headed by respective Directors in the year 2020;

- Asian Development Bank Division
- East Asia Division
- World Bank and International Monetary Fund Division
- China and Asian Infrastructure Investment Bank Division
- Middle East and South Asia Division
- Advanced Economies Division
- Technical Assistance and United Nations Division
- Capital Market and Investments Division
- Debt Management Division
- Information, Resource Coordination and Policy Research Studies Division
- Administrative Division
- Accounts Division
- Information Technology Unit

1.2. Vision, Mission, Objectives of the Institution

Vision

Shaping the future of Sri Lanka by mobilizing global knowledge, expertise and external financing for accelerated economic growth.

Mission

Facilitate mobilization of external financing at affordable cost with minimum conditionality in support of the economic and social development of Sri Lanka while supporting long term debt sustainability of the country.

Objectives

- Mobilize external resources at affordable cost to finance development needs in priority sectors
- Facilitate the effective and efficient utilization of external resources
- Contribute to maintain long - term external debt sustainability of the country

- Contribute to the human resource development in the public sector by facilitating effective utilization of foreign training opportunities
- Continue to strengthen the capacity of the Department to fulfil the responsibilities in an effective and efficient manner

1.3. Key Functions

- Conduct consultations with development partners to identify development assistance strategies and priorities.
- Co-ordinate Annual Country Aid Programming activities of the development partners in consultation with the line Ministries/Agencies.
- Prepare project pipelines for foreign financing in consultation with the line Ministries/Agencies, National Planning Department
- Co-ordinate activities of donor missions from the fact finding stage to the appraisal stage.
- Negotiate foreign aid and make arrangements for signing of loan/grant agreements and make them effective. Activities involved;
    - conduct loan negotiations with the development partners & lending agencies;
    - obtain Government approval and authority for signing of agreements;
    - sign subsidiary loan agreements with the implementing agencies; and
    - fulfill conditions prior to effectiveness of the loan agreements.
- Oversee implementation of donor funded projects by;
    - coordinating activities connected with the review missions fielded by the development partners and follow-up on actions recommended;
    - participating in Steering Committees set-up by the line Ministries to monitor implementation of foreign funded projects and reviewing implementation of projects jointly with the development partners;
- Manage foreign training opportunities provided by donors under Technical Cooperation Programmes
- Manage of Government external debt database by;
    - maintaining a database on foreign loan/grant commitments, disbursements and repayments for various users such as line Ministries, Treasury, Central Bank and individual project offices;
    - providing information with regard to servicing of foreign debt to the Superintendent of Public Debt, CBSL; and ,
    - publishing information on foreign aid and foreign training placements provided by the donors
- Arranging local bank financing for development projects
- Facilitate annual budget preparation process of the Government in respect of each foreign funded development project

1.4. Organizational Chart

Chapter 02 – Progress and the Future Outlook

2.1 Introduction and Future Outlook

The strategic vision of the newly elected government was based on the policy document - "Vistas of Prosperity and Splendour", which mainly focuses on creating a progressive and prosperous nation. The policy document also aimed at maintaining stable macro-fiscal environment while paying attention to the huge debt situation of the country.

It is in this background that the government policy on public investments have been formulated focusing on a debt reduction investment approach with increase in foreign investments in development projects. In line with the above policy, ERD outlined the government's foreign financing strategy for 2020 – 2025 considering the prevailing foreign debt service obligations, economic impact of Covid -19 pandemic and limited fiscal space, and obtained the approval of the Cabinet of Ministers to review ongoing and pipeline projects with a view to embark on debt reduction investment approach.

The government borrowing strategy was aimed at reduction of government external commercial debt in the medium to long term while increasing domestic financing for development activities. The Project Review Committee (PRC) consisting of professionals have also been appointed as per the directives given by the Cabinet of Ministers to examine and make recommendations on the project pipeline. At the same time the government decided to implement some projects through equity investments rather than through debt finance in order to avoid accumulation of further debt.

ERD facilitated PRC appointed by the Cabinet, and help them to identify issues pertaining to certain projects, its components and activities, and further actions were taken in consultation with the Treasury Secretary.

Foreign funded project portfolios and Technical Assistance programmes were re-examined in order to identify projects which are no longer priority in the context of COVID - 19 pandemic impact on the economy, and discussed with relevant Development Partners. Measures were also taken to analyze project scopes and explore options to use local resources and local construction industry for higher domestic value addition.

A limited number of projects, which were identified in line with the government policy priorities were financed through foreign resources in 2020, and also facilitated obtaining Foreign Currency Term Loan Facility, while maintaining debt sustainability and default free status in terms of debt repayment.

2.2 Progress - 2020

2.2.1 Foreign Financing Commitments

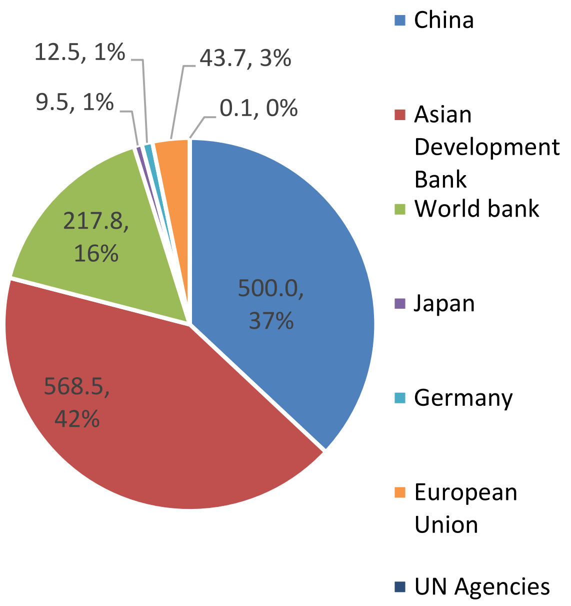
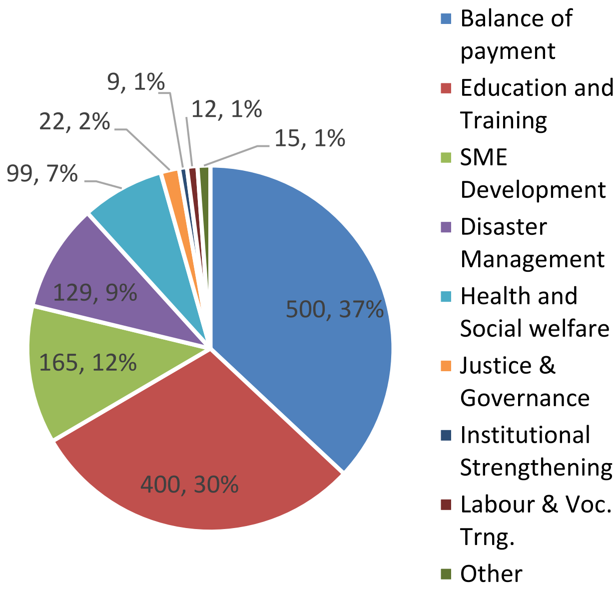
The Government has made arrangements to mobilize foreign financing of US$ 1,352.0 million by entering into 18 agreements with foreign development partners and lending agencies from 1st January to 31st December 2020, to support the public investment program. This consists of US$ 781.1 million in the form of loans obtained as Official Development Assistance (ODA), US$ 70.9 million by way of ODA grants and technical assistance, and US$ 500 million raised through term loan facilities extended by the China Development Bank. This was raised at a variable interest rate of London Interbank Offer Rate at 6-month USD and 2.51 percent margin with a 10-year tenure.

Asian Development Bank leads the ODA commitments during this period amounting to US$ 568.5 million, followed by the World Bank (US$ 217.8 million), European Union (US$ 43.7 million), Germany (US$ 12.5 million), Japan (US$ 9.5 million), UN Agencies (US$ 0.07 million).

Foreign sources commitments arranged to education and training was the highest among all the sectors which accounted to US$ 400 million or 31 percent followed mainly by SME development (US$ 165 million) and Disaster management (US$ 129 million).

The Overall commitment during 2020 was relatively low compared to previous years due to the fact that the Government has embarked on new strategies to lessen the country's debt burden in the medium term.

ODA Commitment & Market Borrowings 2020, Creditor-wise (US$ million)			
Creditor Category/ Creditor	**Loan**	**Grant**	**Total**
Bilateral - ODA	**-**	**22.0**	**22.0**
Japan	-	9.5	9.5
Germany	-	12.5	12.5
Multilateral - ODA	**781.1**	**48.9**	**830.0**
Asian Development Bank	565.0	3.5	568.5
World Bank	216.1	1.7	217.8
Europeon Union		43.7	43.7
UN Agencies	-	0.07	0.07
Market Borrowings	**500.0**	**-**	**500.0**
Foreign Currency Term Loan	500.0	-	500.0
Total	**1,281.1**	**70.9**	**1,352.0**

Committments 2020 by Major Development partners (US$ million)	Committments 2020 by Major Economic Sector (US$ million)
	
Source: Department of External Resources	

2.2.2 Foreign Financing Disbursements and Utilization

Total foreign financing disbursements made during the period from1st January to 31st December, 2020 amounted to US$ 1,911.7 million, of which, US$ 1,875.0 million was disbursed as loans while US$ 36.7 million was disbursed by way of grants.

The majority of the disbursements were from the loan agreements signed with China, which is almost 45 percent, followed by World Bank (17 percent) and Asian Development Bank (16 percent), and Japan (9 percent).

Disbursements of Foreign Loans and Grants from 1st January to 31st December 2020

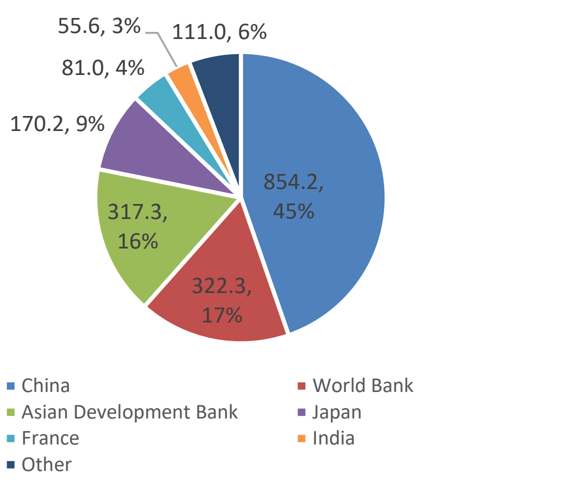
Development Partner	Disbursements (US$ million)*		
	Loan	Grant	Total
Bilateral	**720.2**	**9.5**	**729.7**
China	354.2	-	354.2
Japan	161.1	9.1	170.2
France	80.6	0.4	81.0
India	55.6	-	55.6
Netherlands	18.8	-	18.8

United Kingdom	15.6	-	15.6
Kuwait	12.3	-	12.3
Austria	8.3	-	8.3
Korea	6.6	-	6.6
Saudi Arabia	4.9	-	4.9
Spain	1.4	-	1.4
Germany	0.5	-	0.5
Denmark	0.3	-	0.3
Multilateral	**654.8**	**27.2**	**682.0**
World Bank	320.4	1.9	322.3
Asian Development Bank	305.0	12.3	317.3
United Nations Agencies	-	13.0	13.0
OPEC Fund	12.0	-	12.0
International Fund for Agriculture Development	9.5	-	9.5
Asian Infrastructure Investment Bank (AIIB)	7.9	-	7.9
Market Borrowing	**500**	**-**	**500**
China Development Bank	500	-	500
Total	**1,875.0**	**36.7**	**1,911.7**

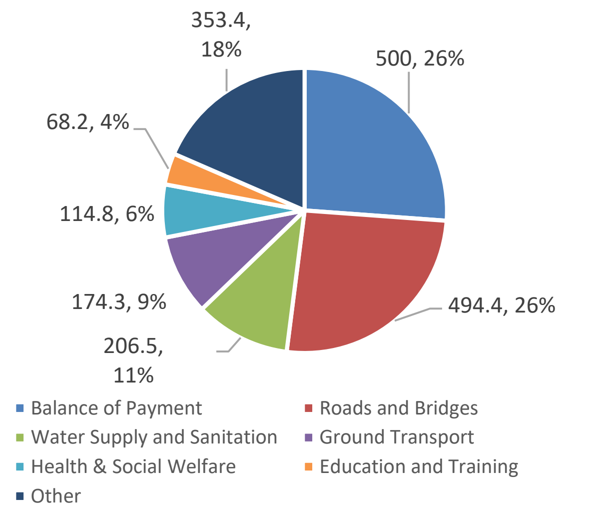
Source: *Department of External Resources*
Note: *For conversion of disbursements made in different currencies into US$ and Rupees, the exchange rates as at 31 st December 2020 have been used*
** Provisional*

The majority of the disbursements was in lieu of the projects implemented under the Roads & Bridges sector accounting for almost 26 percent of the total disbursements, followed by the Water Supply and Sanitation sector at 11 percent, Ground Transport sector at 9 percent, and Health & Social Welfare (6 percent).

Disbursements 2020, Lenderwise (US$ million)



Disbursements 2020 - Sectorwise (US$ million)

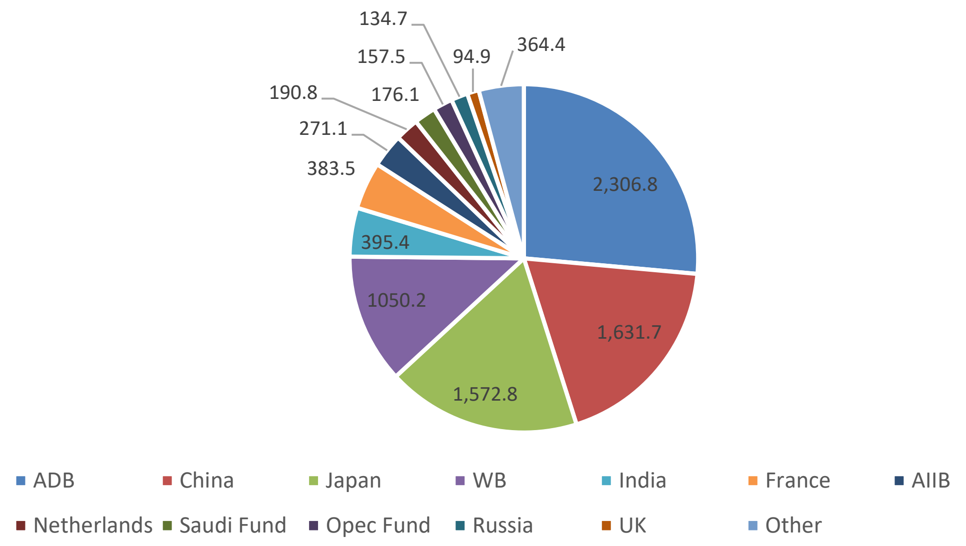


Source: *Department of External Resources*

2.2.3 Committed Undisbursed Balance (CUB)*

As at 31st December 2020, the total undisbursed balance of foreign financing available from the already committed loans that are to be utilized in next 3-5 years, was US$ 8,729.8 million.

CUB as at 31st December 2020, as per Major Lender



** provisional*

2.2.4 External Debt Stock and External Debt Service Payments

By the end of 2020, total outstanding external debt of the Government was US$ 34.7[1] billion. Total debt service[2] payments from 01st January to 31st December 2020 amounted to US$ 4,057.9 million. Of which, US$ 2,638.5 million was in lieu of principal repayments and the balance US$ 1,419.4 million for the payment of interest.

Name: D. A. P. Abeysekera

Designation: Director General

Signature: ....

D.A.P. Abeysekera
Director General
Department of External Resources
Ministry of Finance
The Secretariat
Colombo 01 - Sri Lanka

[1] Non-residential holdings of Treasury Bills/Bonds and outstanding debt of State Owned Enterprises (SOEs) are not included.
[2] Debt Service = Principal Payments + Interest Payments, Debt Service Payment of SOEs are not included

Chapter 03 - Overall Financial Performance for the Year ended 31st December 2020

3.1 Statement of Financial Performance

ACA -F

Statement of Financial Performance

for the period ended 31st December 2020

Rs.

Budget 2020		Note	Actual 2020	Actual 2019	
-	**Revenue Receipts**		-	-	
-	Income Tax	1	-	-	ACA-1
-	Taxes on Domestic Goods & Services	2	-	-	ACA-1
-	Taxes on International Trade	3	-	-	ACA-1
-	Non Tax Revenue & Others	4	-	-	ACA-1
-	**Total Revenue Receipts (A)**		-	-	
-	**Non Revenue Receipts**		**-**	-	
-	Treasury Imprests		1,253,995,076	2,451,811,040	ACA-3
	Sub-Imprest settlement from Department of Election		30,000	-	
-	Deposits		88,285	58,870	ACA-4
-	Advance Accounts		11,214,585	9,549,076	ACA-5
-	Other Receipts		322,077,028	299,500,302	
-	**Total Non Revenue Receipts (B)**		**1,587,404,974**	**2,760,919,288**	
-	**Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)**		**1,587,404,974**	**2,760,919,288**	
	Less: Expenditure				
	Recurrent Expenditure				ACA-2(ii)
98,700,000	Wages, Salaries & Other Employment Benefits	5	96,550,604	94,718,990	ACA-2(ii)
47,600,000	Other Goods & Services	6	35,131,358	60,018,840	ACA-2(ii)
461,900,000	Subsidies, Grants and Transfers	7	325,808,839	344,062,249	ACA-2(ii)
-	Interest Payments	8	-	-	ACA-2(ii)
-	Other Recurrent Expenditure	9	-	-	ACA-2(ii)
608,200,000.00	**Total Recurrent Expenditure (D)**		**457,490,801**	**498,800,079**	

	Capital Expenditure				
150,000	Rehabilitation & Improvement of Capital Assets	**10**	135,000	2,063,959	**ACA-2(ii)**
4,100,000	Acquisition of Capital Assets	**11**	3,527,109	2,521,489	
833,150,000	Capital Transfers	**12**	796,792,630	1,950,800,338	
-	Acquisition of Financial Assets	**13**	-	-	
318,250,000	Capacity Building	**14**	316,791,585	295,863,181	
-	Other Capital Expenditure	**15**	-	-	
1,155,650,000	**Total Capital Expenditure (E)**		**1,117,246,324**	**2,251,248,967**	
	Main Ledger Expenditure (F)		**10,202,076**	**12,307,974**	
	Deposit Payments		88,285	58,870	**ACA-4**
	Advance Payments		10,113,791	12,249,104	**ACA-5**
	Total Expenditure G = (D+E+F)		**1,584,939,201**	**2,762,357,020**	
1,763,850,000	**Imprest Balance as at 31st December 2020 H = (C-G)**		**2,465,773**	**(1,437,732)**	

3.2 Statement of Financial Position

ACA-P

Statement of Financial Position
As at 31st December 2020

	Note	Actual 2020 Rs	2019 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	143,365,380	113,880,151
Financial Assets			
Advance Accounts	ACA-5/5(a)	21,153,731	22,254,524
Unsettled Sub-Imprest	ACA-3	-	30,000
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		**164,519,111**	**136,164,675**
Net Assets / Equity			
Net Worth to Treasury		21,153,731	22,254,524
Property, Plant & Equipment Reserve		143,365,380	113,880,151
Rent and Work Advance Reserve	ACA-5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	-	-
Imprest Balance	ACA-3	-	30,000
Total Liabilities		**164,519,111**	**136,164,675**

Detail Accounting Statements in ACA format Nos. 1 to 6 presented in pages from 5 to 52 and Notes to accounts presented in pages from 53 to 61 form and integral parts of these Financial Statements. The Financial Statements have been prepared in complying with the Generally Accepted Accounting Principles whereas most appropriate Accounting Policies are used as disclosed in the Notes to the Financial Statements and hereby certify that figures in these Finacial Statements, Notes to accounts and other relevant accounts were reconciled with the Treasury Books of Accounts and found to in agreement.

....
Chief Accounting Officer
Name : S.R.Attygalle
Designation : Secretary
Date : 20/2/21

S. R. Attygalle
Secretary to the Treasury and
Secretary to the Ministry of Finance
The Secretariat
Colombo 01

....
Accounting Officer
Name : D.A.P. Abeysekara
Designation : Director General
Date : 19/02/2021

D.A.P. Abeysekera
Director General
Department of External Resources
Ministry of Finance, Economic and Policy Development
The Secretariat
Colombo – 01, Sri Lanka

....
Assistant Director Finance
Name : Roshika N Samankumari
Date : 2021/02/19

Roshika N Samankumari
Assistant Director (Finance)
Department of External Resources
Ministry of Finance
The Secretariat
Colombo – 01, Sri Lanka

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3.3 Statement of Cash Flows

ACA-C

Statement of Cash Flows
for the Period ended 31st December 2020

	Actual	
	2020	**2019**
	Rs.	**Rs.**
Cash Flows from Operating Activities		-
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	322,077,028	299,500,302
Sub-Imprest received from Department of Election	30,000	
Revenue Collected for the Other Heads	-	-
Imprest Received	1,253,995,076	2,451,811,040
Total Cash generated from Operations (a)	**1,576,102,104**	**2,751,311,342**
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	131,583,222	154,069,500
Subsidies & Transfer Payments	325,808,839	344,062,249
Expenditure on Other Heads	631,311	256,241
Unsettled sub imprest payment	-	30,000
Imprest Settlement to Treasury	974,817	1,925
Total Cash disbursed for Operations (b)	**458,998,189**	**498,419,915**
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(a)-(b)	**1,117,103,915**	**2,252,891,427**
Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	-
Recoveries from Advance	4,130,418	5,476,188
Total Cash generated from Investing Activities (d)	**4,130,418**	**5,476,188**
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of	1,117,246,324	2,251,248,967
Other Investment	-	-
Advance Payments	3,988,009	7,118,648

Total Cash disbursed for Investing Activities (e)	**1,121,234,333**	**2,258,367,615**
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(d)-(e)	**(1,117,103,915)**	**(2,252,891,427)**
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (g)=(c) + (f)	**-**	**-**
<u>Cash Flows from Fianacing Activities</u>		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Deposit Received	88,285	58,870
Total Cash generated from Financing Activities (h)	**88,285**	**58,870**
<u>Less - Cash disbursed for:</u>		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Deposit Payments	88,285	58,870
Total Cash disbursed for Financing Activities (i)	**88,285**	**58,870**
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(h)-(i)	**-**	**-**
Net Movement in Cash (k) = (g) -(j)	**-**	**-**
Opening Cash Balance as at 01st January	**-**	**-**
Closing Cash Balance as at 31st December	**-**	**-**

3.4 Notes to the Financial Statements

<u>Basis of Reporting</u>

1) <u>Reporting Period</u>

The reporting period for these Financial Statements is from 01st January to 31St December 2020.

2) <u>Basis of Measurement</u>

The Financial Statements have been prepared on historical cost modified by the revaluation of certain assets and accounted on a modified cash basis, unless otherwise specified.

The figures of the Financial Statements are presented in Sri Lankan rupees rounded to the nearest rupee.

3) <u>Recognition of Revenue</u>

Exchange and non exchange revenues are recognised on the cash receipts during the accounting period irrespective of relevant revenue period.

4) <u>Recognition and Measurement of Property, Plant and Equipment (PP&E)</u>

An item of Property, Plant and Equipment is recognized when it is probable that future economic benefit associated with the assets will flow to the entity and the cost of the assets can be reliably measured.

PP&E are measured at a cost and revaluation model is applied when cost model is not applicable.

5) <u>Property, Plant and Equipment Reserve</u>

This revaluation reserve account is the corresponding account of PP&E.

6) <u>Cash and Cash Equivalents</u>

Cash & cash equivalents include local currency notes and coins on hand as at 31st December 2020.

3.5 Performance of the Revenue Collection

Rs. ,000

Revenue Code	Description of the Revenue Code	Revenue Estimate		Collected Revenue	
		Original	Final	Amount (Rs.)	as a % of Final Revenue Estimate
	____________________Not Relevant____________________				

3.6 Performance of the Utilization of Allocation

Rs. ,000

Type of Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
	Original	Final		
Recurrent	608,200	608,200	457,490.801	75.22%
Capital	1,155,650	1,155,650	1,117,246.324	96.67%

3.7 In terms of F.R.208 grant of allocations for expenditure to this Department/District Secretariat/Provincial Council as an agent of the other Ministries/ Departments

Rs. ,000

Serial No.	Allocation Received from Which Ministry /Department	Purpose of the Allocation	Allocation		Actual Expenditure	Allocation Utilization as a % of Final Allocation
			Original	Final		
	____________________Not Relevant____________________					

3.8 Performance of the Reporting of Non-Financial Assets

Rs ,000

Assets Code	Code Description	Balance as per Board of Survey Report as at 31.12.2019	Balance as per financial Position Report as at 31.12.2019	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures				
9152	Machinery and Equipment	127,465.380	127,465.380	-	100%
9153	Land				
9154	Intangible Assets				
9155	Biological Assets				
9160	Work in Progress				
9180	Lease Assets	15,900	15,900		100%

3.9 Auditor General's Report**

*** The final audit report for 31st December 2020, issued by the Auditor General has been attached (Annex - 1).*

Chapter 04 – Performance indicators

4.1 Performance indicators of the Institute (Based on the Action Plan)

Specific Indicators	Actual output as a Percentage (%) of the expected output		
	100% - 90%	**75% - 89%**	**50% - 74%**
Financial Commitments*	147		
Financial Disbursements*	190		
Technical Training Opportunities (No of Officers)**	173		

** Includes Foreign Currency Term Financing Facility of US$ 500 million extended by the China Development Bank*

*** The expected target of the technical training opportunities in early 2020 was aound 1000 and it was revised to 90 training opportunities by the middle of the year due to the closure of the country and the closure of the airport in mid-March*

Chapter 05- Performance of the achieving Sustainable Development Goals (SDG)

5.1 Indicate the Identified respective Sustainable Developments Goals

Goal / Objective	Targets	Indicators of the achievement	Progress of the Achievement to date		
			0%-49%	50%-74%	75%- 100%
Reduce inequality within and among countries	US$ 420 million	Total resource flows for development, by recipient and donor countries and type of flow (e.g. official development assistance, foreign direct investment and other flows) *Achievement : US$ 434 million*			103
Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation	US$ 385 million	Total official international support (official development assistance plus other official flows) to infrastructure *Achievement : US$ 415 million*			108
Ensure inclusive and equitable quality education and promote lifelong learning opportunities for all	90 training opportunities*	Volume of official development assistance flows for scholarships by sector and type of study *Received Number of opportunities: 156*			173

* *The expected target of the technical training opportunities in early 2020 was aound 1000 and it was revised to 90 training opportunities by the middle of the year due to the closure of the country and the closure of the airport in mid-March*

5.2 Briefly explain the achievements and challenges of the Sustainable Development Goals

Development Partners annually commit foreign funds and it is recorded as total commitments. With the implementation of the relevant development projects by line Ministries these committed funds are disbursed for implementation of different projects in different sectors such as agriculture, irrigation, skills development, education, poverty alleviation, road, highways, urban development, health etc. However, due to issues pertaining to project readiness such as environment clearance, land acquisition, utility shifting, relocation and resettlement, valuation and procurement etc., disbursement cannot be realized as planned.

Chapter 06 - Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies / (Excess)**
Senior	57	42	15
Territory	5	3	2
Secondary	63	53	10
Primary	31	27	4

6.2 **Briefly state how the shortage or excess in human resources has been affected to the performance of the institute.

The role of ERD is to mobilize foreign resources from different development partners with different terms and conditions with proper approvals including Cabinet of Ministers, Central Bank monetary Board, Attorney General's Department, and President Secretariat etc. In order to achieve the mandate of ERD, it is required a staff with necessary skills such as negotiation skills, language skills, and thorough working knowledge on economics, public policy, Public finance, statistics, project planning and formulation, debt management and information communication technology etc. The trained officers are transferred through annual transfer schemes, and the carder positions are filled by transferred officers. It is very hard to find officers with required skills and knowledge among those who come under annual transfer schemes, and the department takes at least 2 years to train them. This affects the overall efficiency of the department.

6.3 Human Resource Development

Name of the Program	No. of staff trained	Duration of the program	Total Investment (Rs'000)		Nature of the Program (Abroad/ Local)	Output/ Knowledge Gained*
			Local	Foreign		
1. Master's Degree Programe in Economics & Public Policy - Australia	01	01 January 2020 to 31 December 2021		111.6	Foreign	The course will be completed in the end of 2021
2.Capacity Building Program at the World Bank Head Office, Washington	01	03 January 2020 to 06 July 2020		111.5	Foreign	Enhanced knowledge on loan commitment, interest chargers, divers loan financing methodologies,

						different interest options and loan disbursement with respect to World Bank
3.Database Management using MS Access	02	24,25 February 2020	Free of Charge		Local	Enhanced knowledge on database management using MS Access
4.Project Proposal Writing Skills	01	13,14 February 2020	Free of Charge		Local	Enhanced project proposal writing skills
5.Annual Board of Survey and Disposal of Assets	01	19,20 February 2020	8.5		Local	Improved knowledge on Board of Surveys, Disposal of Assets
6.Personal File Management	01	14 September 2020	18		Local	Improved knowledge on file management in the Public Services.

Chapter 07– Compliance Report

No.	Applicable Requirement	Compliance Status (Complied/Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
1	**The following Financial statements/accounts have been submitted on due date**			
1.1	Annual financial statements	Complied		
1.2	Advance to public officers account	Complied		
1.3	Trading and Manufacturing Advance Accounts (Commercial Advance Accounts)	Not relevant		
1.4	Stores Advance Accounts	Not relevant		
1.5	Special Advance Accounts	Not relevant		
1.6	Others	Not relevant		
2	**Maintenance of books and Registers (FR445)**			
2.1	Fixed assets register has been maintained and update in terms of Public Administration Circular 267/2018	Complied		
2.2	Personal emoluments register/ Personal emoluments cards has been maintained and update	Complied		
2.3	Register of Audit queries has been maintained and update	Complied		
2.4	Register of Internal Audit reports has been maintained and update	Complied		
2.5	All the monthly account summaries (CIGAS) are prepared and submitted to the Treasury on due date	Complied		
2.6	Register for cheques and money orders has been maintained and update	Complied		
2.7	Inventory register has been maintained and update	Complied		
2.8	Stocks Register has been maintained and update	Complied		
2.9	Register of Losses has been maintained and update	Complied		

2.10	Commitment Register has been maintained and update	Complied		
2.11	Register of Counterfoil Books (GA-N20) has been maintained and update	Complied		
3	**Delegation of functions for financial control (FR 135)**			
3.1	The financial authority has been delegated within the institute	Complied		
3.2	The delegation of financial authority has been communicated within the institute	Complied		
3.3	The authority has been delegated in such manner so as to pass each transaction through two or more officers	Complied		
3.4	The controls has been adhered to by the Accountants in terms of State Account Circular 171/2004 dated 11.05.2014 in using the Government Payroll Software Package	Complied		
4	**Preparation of Annual Plans**			
4.1	The annual action plan has been Prepared	Compiled		
4.2	The annual procurement plan has been prepared	Complied		
4.3	The annual Internal Audit plan has been prepared	Not Relevant		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	Compiled		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	Compiled		
5	**Audit Quarries**			
5.1	All the audit queries has been replied within the specified time by the Auditor General	Compiled		
6	**Internal Audit**			
6.1	The internal audit plan has been prepared at the beginning of the year after consulting the Auditor General in terms of Financial Regulation 134(2) DMA/1-2019	Complied		
6.2	All the internal audit reports has been replied within one month	Complied		

6.3	Copies of all the internal audit reports has been submitted to the Management Audit Department in terms of Sub-section 40(4) of the National Audit Act No 19 of 2018	Complied		
6.4	All the copies of internal audit reports has been submitted to the Auditor Generals in terms of Financial Regulation 134(3)	Complied		
7	**Audit and Management Committee**			
7.1	Minimum 04 meetings of the Audit and Management Committee has been held during the year as per the DMA Circular 1-2019	Complied	As per the letter dated 2020.06.02 issued by the Department of Management Audit on 'Conducting Audit and Management Committee Meetings for the Year 2020', the requirement of conducting 4 audit & management committee meetings per year on a quarterly basis has been exempted, considering the prevailing situation in the country due to COVID -19 pandemic. Accordingly, 2 meetings have been conductducted	
8	**Asset Management**			
8.1	The information about purchases of assets and disposals was submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017	Complied		
8.2	The circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of theaforesaid circular	Complied		
8.3	The boards of survey was conducted and the relevant reports submitted to the Auditor General on due date in terms of Public Finance Circular No. 05/2016	Complied		

8.4	The excesses and deficits that were disclosed through the board of survey and other relating recommendations, actions were carried out during the period specified in the circular	Complied		
8.5	The disposal of condemn articles had been carried out in terms of FR 772	Complied		
9	**Vehicle Management**			
9.1	The daily running charts and monthly summaries of the pool vehicles had been prepared and submitted to the Auditor General on due date	Complied		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	Complied		
9.3	The vehicle logbooks had been maintained and updated	Complied		
9.4	The action has been taken in terms of F.R. 103, 104, 109 and 110 with regard to every vehicle accident	Complied		
9.5	The fuel consumption of vehicles has been re-tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 of 29.12.2016	Not Complied	Officers did not report to the duty regularly because of COVID 19	It is scheduled to be done in 2021
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	Not Relavant		
10	**Management of Bank Accounts**			
10.1	The bank reconciliation statements had been prepared, got certified and made ready for audit by the due date	Compiled		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	Not Relavant		
10.3	The action had been taken in terms of Financial Regulations regarding balances that had been disclosed through bank reconciliation statements and for which adjustments had to be made, and had those balances been settled within one month	Not Relavant		

11	**Utilization of Provisions**			
11.1	The provisions allocated had been spent without exceeding the limit	Compiled		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	Compiled		
12	**Advances to Public Officers Account**			
12.1	The limits had been complied with	Complied		
12.2	A time analysis had been carried out on the loans in arrears	Complied		
12.3	The loan balances in arrears for over one year had been settled	Complied		
13	**General Deposit Account**			
13.1	The action had been taken as per F.R.571 in relation to disposal of lapsed deposits	Complied		
13.2	The control register for general deposits had been updated and maintained	Not relevant		
14	**Imprest Account**			
14.1	The balance in the cash book at the end of the year under review remitted to TOD	Complied		
14.2	The ad-hoc sub imprests issued as per F.R. 371 settled within one month from the completion of the task	Complied		
14.3	The ad-hoc sub imprests had not been issued exceeding the limit approved as per F.R. 371	Complied		
14.4	The balance of the imprest account had been reconciled with the Treasury books monthly	Complied		
15	**Revenue Account**			
15.1	The refunds from the revenue had been made in terms of the regulations	Not relevant		

15.2	The revenue collection had been directly credited to the revenue account withoud credited to the deposit account	Not relevant		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	Not relevant		
16	**Human Resource Management**			
16.1	The staff had been paid within the approved cadre	Complied		
16.2	All members of the staff have been issued a duty list in writing	Complied		
16.3	All reports have been submitted to MSD in terms of their circular no.04/2017 dated 20.09.2017	Complied		
17	**Provision of information to the public**			
17.1	An information officer has been appointed and a proper register of information is maintained and updated in terms of Right To Information Act and Regulation	Complied		
17.2	Information about the institution to the public have been provided by Website or alternative measures and has it been facilitated to appreciate / allegation to public against the public authority by this website or alternative measures	Complied		
17.3	Bi- Annual and Annual reports have been submitted as per section 08 and 10 of the RTI Act	Complied		
18	**Implementing Citizens Charter**			
18.1	A citizens charter/ Citizens client's Charter has been formulated and implemented by the Institution in terms of the circular number 05/2008 and 05/2018(1) of Ministry of Public Administration and Management	Complied		

18.2	A methodology has been devised by the Institution in order to monitor and assess the formulation and the implementation of Citizens Charter / Citizens client's charter as per paragraph 2.3 of the circular	Complied		
19	**Preparation of the Human Resource Plan**			
19.1	A human resource plan has been prepared in terms of the format in Annexure 02 of Public Administration Circular No.02/2018 dated 24.01.2018.	Complied		
19.2	A minimum training opportunity of not less than 12 hours per year for each member of the staff has been ensured in the aforesaid Human Resource Plan	Complied		
19.3	Annual performance agreements have been signed for the entire staff based on the format in Annexure 01 of the aforesaid Circular	Complied		
19.4	A senior officer was appointed and assigned the responsibility of preparing the human resource development plan, organizing capacity building programs and conducting skill development programs as per paragraph No.6.5 of the aforesaid Circular	Complied		
20	**Responses Audit Paras**			
20.1	The shortcomings pointed out in the Audit paragraphs issued by the Auditor General for the previous years have been rectified	Compiled		