Department of Information Technology Management

Performance Report 2021

Department of Information Technology Management
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Sri Lanka

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Annual Performance Report 2021

Department of Information Technology Management

Head No 329

Contents

Chapter 01
Institutional Profile/Executive Summary

1.1. Introduction

Department of Information Technology Management, often abbreviated as ITMD was established under the purview of the Ministry of Finance as per the decision taken by the Cabinet of Ministers on November 28, 2012. Whilst the core responsibility of the department is to automate the Departments of the General Treasury and the Ministry of Finance, the other responsibilities of designing, developing and maintaining IT systems and providing hardware maintenance support for the Departments of the General Treasury/Ministry of Finance are also vested with the department.

The project called Integrated Treasury Management Information System (ITMIS) is in the process of being implemented islandwide, which is monitored and facilitated by the Ministry of Finance and the Department of Information Technology Management. In furtherance to the above, the department has implemented several systems to cater to the specific requirements of certain functions of the Departments of the General Treasury/Ministry of Finance.

The department also provides, coordinates and facilitates the use of information and communication technology and resources to support decision making on designing, executing and evaluating fiscal policies while promoting paperless environment to reach a world class Treasury Management System.

1.2. Vision, Mission, Objectives of the Institution

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.

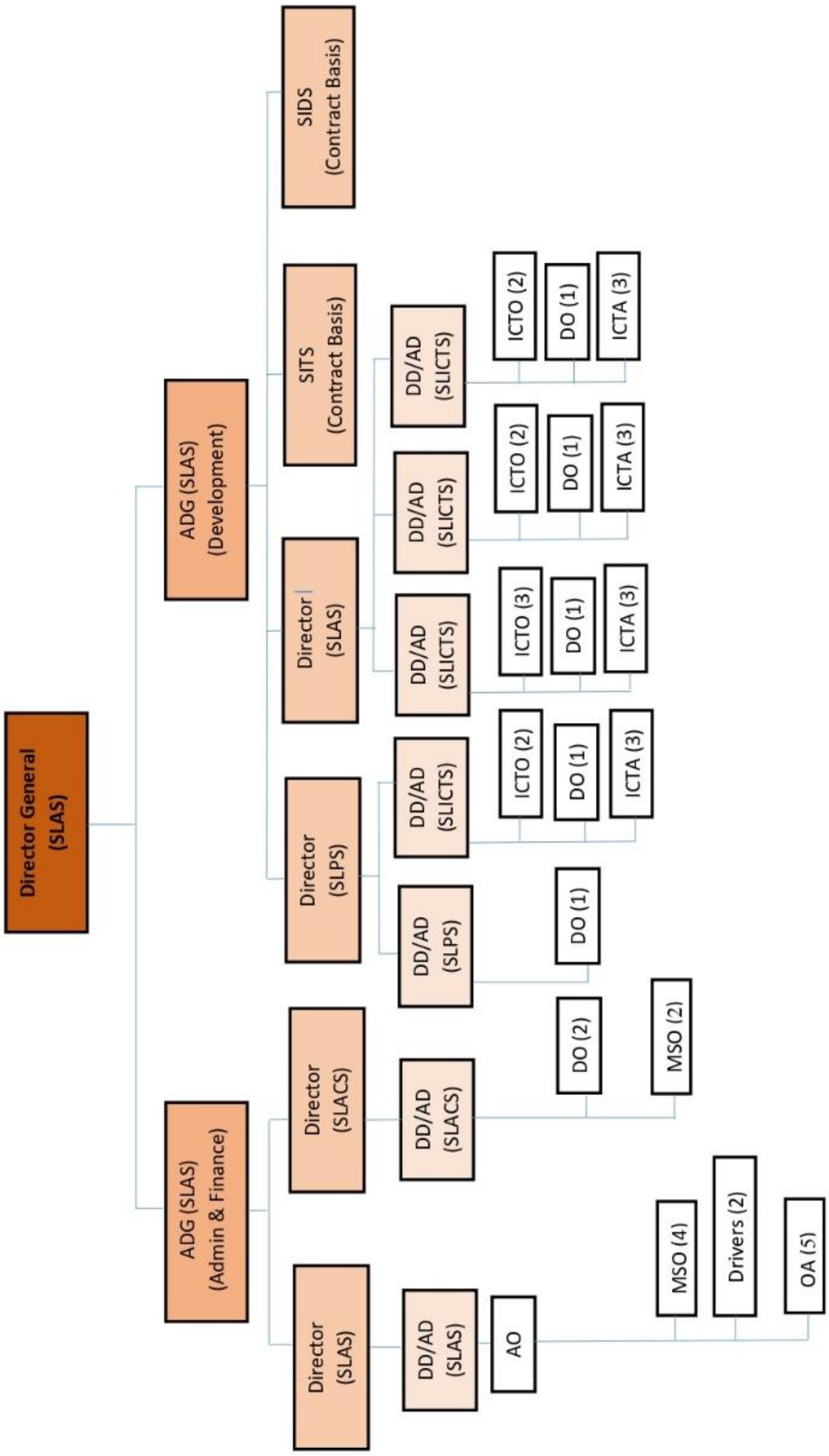
Objectives

- To coordinate ICT activities for achieving E-governance
- To create and deploy effective digital communication channels for a paperless office environment
- To facilitate and develop ICT based systems
- Upgrade and maintaining ICT infrastructure
- To provide access to the treasury information for general public and government institutions through web-portal

1.3. Key Functions

- Implement common IT policy to the Ministry of Finance (MoF)
- Provide maintenance support for optimum usage of ICT resources
- Timely upgrade ICT infrastructure
- Capacity development of staff on ICT
- Designing, developing, implementing and maintaining IT systems
- Coordinate with ICTA for National Level ICT activities
- Ensure cyber security
- Provide timely updated information through treasury web site

1.4. Organizational Chart



ADG	Additional Director General	ICTA	Information and Communication Technology
DD	Deputy Director	MSO	Management Service Officer
AD	Assistant Director	OA	Office Assistant
AO	Administrative Officer	SITS	Senior Information Technology Specialist
ICTO	Information and Communication Technology Officer	SIDS	Senior Infrastructure Development Specialist
DO	Development Officer		

1.5. Main Divisions of the Department

- Administration and Finance Division
- Development Division (ICT)

1.6. Institutions/Funds coming under the Department

No

1.7. Details of the Foreign Funded Projects (if any) – N/A

Chapter 02
Progress and the Future Outlook

The National Policy Framework "Vistas of Prosperity and Splendour" has outlined major policies aimed at the fourfold outcome of a productive citizenry, a contented family, a disciplined and just society and a prosperous nation. It is also highlighted the importance of a technology-based society while creating a Culture of Technological Innovation.

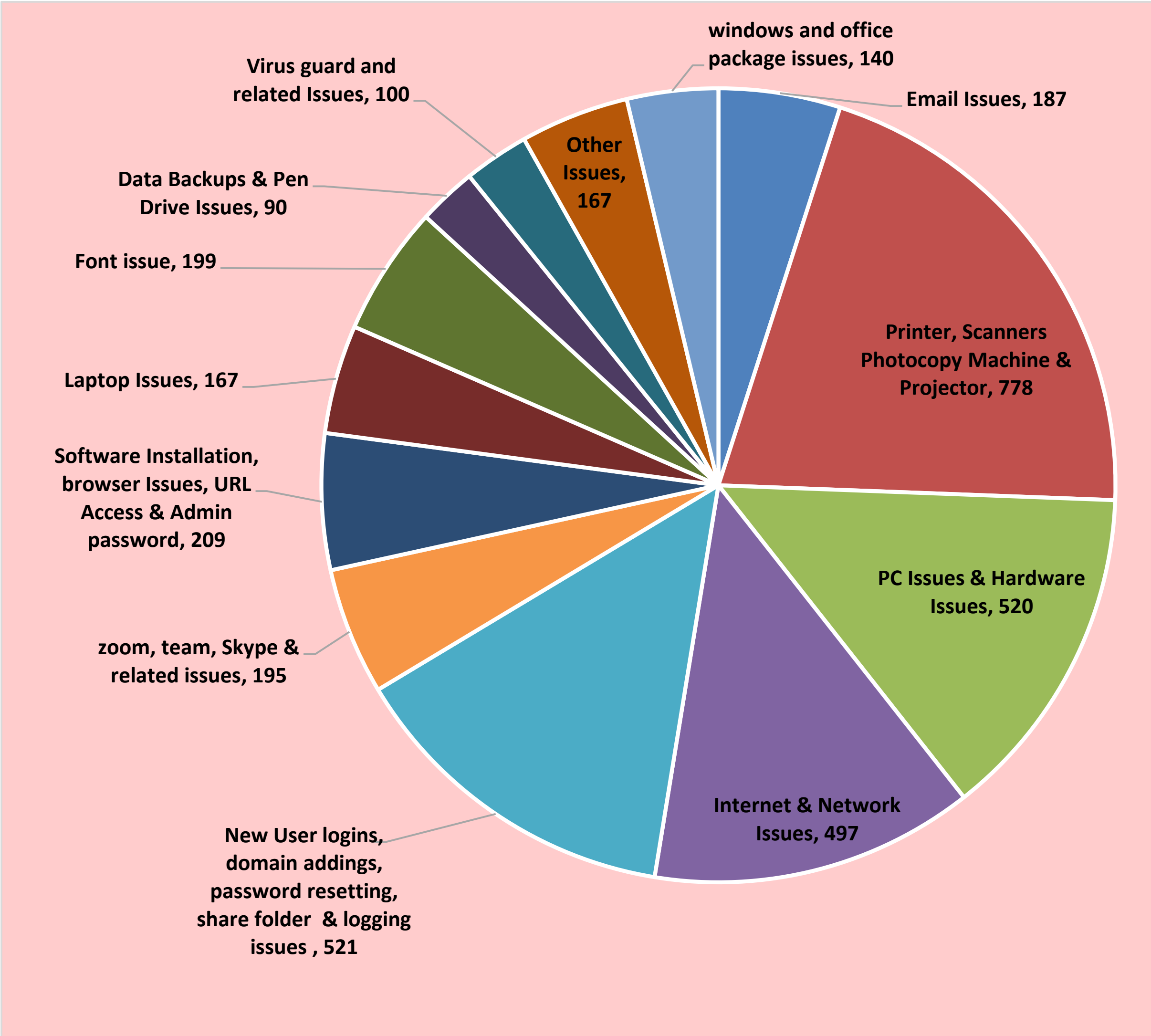
In this context, Department of Information Technology Management is mainly focusing on coordinating and facilitating digitalized transformation of treasury management to assist decision making on designing, implementing, executing, monitoring and evaluating of treasury functions.

2.1 Special Achievements in the year 2021

- Implemented the Payroll system simultaneously in 14 departments in the Ministry of Finance
- Provided supporting services for ITMIS rollout
- Established the system at the Sri Lanka Standards Institution (SLSI) under the implementation of the single window trade portal
- Facilitated "Work From Home" requirements under limited resources for smooth functioning of services of the Departments of the General Treasury/ Ministry of Finance amidst Covid-19
- Completed Phase - I of revamping the Treasury website and data migration from the old MOF web portal to the new web portal was completed
- Migrated Old file server of the Ministry of Finance to a new file server
- Developed Information Systems for Treasury Departments
    - Mail Management System
    - Trainee Task/HR and Payment Management System
    - Transport Management Information System for MOF

Resolved IT related Issues - from 01.01.2021 to 31.12.2021

During the year 2021, the ITMD resolved different types of IT related issues of the Ministry of Finance as follows;



Source: ITMD

2.2 Future Activities

The Department has planned to accomplish the following activities in the future, in order to have a digital working environment in the Ministry of Finance.

- Preparing and implementing IT Policy (including security and e-mail) to the Ministry of Finance
- Facilitating for Digital Treasury Management
- Providing necessary technical assistance for Treasury Departments
- Completing the process of revamping the MoF website
- Strengthening cyber security measures with the support of the SLCERT
- Equipping the staff with required IT knowledge and skills
- Enhancing shared solution facilities to the Ministry of Finance
- Facilitating for ITMIS implementation
- Providing support services for e-Payroll implementation

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Jude Nilukshan

Director General (actg.)

Department of Information Technology Management

Director General
Department of Information Technology Management
General Treasury
Colombo 01.

Chapter 03

Overall Financial Performance for the year ended 31st December 2021

3.1 Statement of Financial Performance

ACA -F

Statement of Financial Performance
for the period ended 31st December 2021

Budget 2021 Rs.		Note	Actual 2021 Rs.	Restated 2020 Rs.	
-	**Revenue Receipts**				
-	Income Tax	1			
-	Taxes on Domestic Goods & Services	2	-	-	ACA-1
-	Taxes on International Trade	3			
-	Non Tax Revenue & Others	4			
-	**Total Revenue Receipts (A)**		-	-	
-	**Non Revenue Receipts**				
-	Treasury Impressts		303,646,000	406,027,000	ACA-3
-	Deposits		432,527	848,339	ACA-4
-	Advance Accounts		2,928,312	3,455,392	ACA-5
-	Other Main Ledger Receipts		1,853,069	1,953,919	
-	**Total Non Revenue Receipts (B)**		**308,859,908**	412,284,650	
	Total Revenue Receipts & Non Revenue Receipts C = (A)+(B)		**308,859,908**	412,284,650	
	Remittance to the Treasury (D)		**1,296,692**	316,061	
-	**Net Revenue Receipts & Non Revenue Receipts E = (C)-(D)**		**307,563,216**	411,968,589	
	Less: Expenditure				
-	**Recurrent Expenditure**				
39,193,450.00	Wages, Salaries & Other Employment Benefits	5	**39,109,003**	35,569,437	ACA-2(ii)
487,736,550.00	Other Goods & Services	6	**261,663,337**	370,573,481	
120,000.00	Subsidies, Grants and Transfers	7	**109,707**	119,555	
-	Interest Payments	8			

-	Other Recurrent Expenditure	9			
527,050,000.00	**Total Recurrent Expenditure (F)**		**300,882,047**	406,262,473	
	Capital Expenditure				
-	Rehabilitation & Improvement of Capital Assets	10	-	-	
3,360,000.00	Acquisition of Capital Assets	11	2,215,749	716,630	
-	Capital Transfers	12	-	-	**ACA-2(ii)**
-	Acquisition of Financial Assets	13	-	-	
940,000.00	Capacity Building	14	639,800	-	
-	Other Capital Expenditure	15	-	-	
4,300,000.00	**Total Capital Expenditure (G)**		**2,855,549**	716,630	
	Deposit Payments		316,484	636,600	**ACA-4**
	Advance Payments		3,906,867	2,604,312	**ACA-5**
	Other Main Ledger Payments				
	Total Main Ledger Expenditure (H)		**4,223,350**	**3,240,912**	
	Total Expenditure I = (F+G+H)		**307,960,946**	410,220,015	
531,350,000.00	**Balance as at 31st December J = (E-I)**		(397,730)	1,748,574	
	Balance as per the Imprest Reconciliation Statement		(397,730)	1,748,574	**ACA-7**
	Imprest Balance as at 31st December		-	-	**ACA-3**
			(397,730)	1,748,574	

3.2 Statement of Financial Position

ACA-P

Statement of Financial Position
As at 31st December 2021

	Note	Actual 2021 Rs	2020 Rs
Non Financial Assets			
Property, Plant & Equipment	ACA-6	46,434,162.19	43,889,423.00
Financial Assets			
Advance Accounts	ACA-5/5(a)	6,810,612.95	5,832,058.00
Cash & Cash Equivalents	ACA-3	-	
Total Assets		**53,244,775.14**	**49,721,481.00**
Net Assets / Equity			
Net Worth to Treasury		6,482,830.55	5,620,319.00
Property, Plant & Equipment Reserve		46,434,162.19	43,889,423.00
Rent and Work Advance Reserve	ACA-5(b)		
Current Liabilities			
Deposits Accounts	ACA-4	327,782.40	211,739.00
Unsettled Imprest Balance	ACA-3	-	
Total Liabilities		**53,244,775.14**	**49,721,481.00**

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from ……8… to.16. and Notes to accounts presented in pages from .17.. to ..22... form an integral part 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 in agreement.

We hereby certify that an effective internal control system for the financial control exists in the Reporting Entity and carried out periodic reviews to monitor the effectiveness of internal control system for the financial control and accordingly make alterations as required for such systems to be effectively carried out.

……………………	……………………	……………………………………
Chief Accounting Officer	Accounting Officer	Chief Financial Officer/ Chief Accountant/ Director (Finance)/ Commissioner (Finance)
Name :	Name : Jude Nilukshan	Name :
Designation :	Designation DG (Acting)	
Date : 23/2/22	Date : 2022.02.23	Date : 2022.02.23
S. R. Attygalle Secretary to the Treasury and Secretary to the Ministry of Finance	Jude Nilukshan Director General Department of National Budget General Treasury Colombo 01	කේ.එම්.බී.පී. විරසිංහ ගණකාධිකාරී තොරතුරු තාක්ෂණ කළමනාකරණ දෙපාර්තමේන්තුව මුදල් අමාත්‍යාංශය කොළඹ 01.

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3.3 Statement of Cash Flows

ACA-C

Statement of Cash Flows
for the Period ended 31st December 2021

	Actual	
	2021 Rs.	**Restated 2020 Rs.**
Cash Flows from Operating Activities		-
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	1,853,069	1,812,735
Revenue Collected on behalf of Other Revenue Heads	-	-
Imprest Received	303,646,000	406,027,000
Recoveries from Advance	1,859,563	3,063,927
Deposit Received	432,527	848,339
Total Cash generated from Operations (A)	**307,791,160**	**411,752,001**
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	39,097,493	35,549,736
Subsidies & Transfer Payments	109,707	119,555
Expenditure incurred on behalf of Other Heads	-	1,050,262
Imprest Settlement to Treasury	1,296,692	316,061
Advance Payments	2,451,898	2,993,336
Deposit Payments	316,484	636,600
Other Main Ledger Expenditure	261,663,337	370,573,481
Total Cash disbursed for Operations (B)	**304,935,611**	**411,239,031**
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	**2,855,549**	**512,970**

Cash Flows from Investing Activities		
Interest	-	-
Dividends	-	-
Divestiture Proceeds & Sale of Physical Assets	-	-
Recoveries from On Lending	-	
Total Cash generated from Investing Activities (D)	**-**	**-**
Less - Cash disbursed for:		
Purchase or Construction of Physical Assets & Acquisition of Other Investment	2,855,549	716,630
Total Cash disbursed for Investing Activities (E)	**2,855,549**	**716,630**
NET CASH FLOW FROM INVESTING ACTIVITIES(F)=(D)-(E)	**(2,855,549)**	**(716,630)**
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	**0**	**(203,660)**
Cash Flows from Fianacing Activities		
Local Borrowings	-	-
Foreign Borrowings	-	-
Grants Received	-	-
Total Cash generated from Financing Activities (H)	**-**	**-**
Less - Cash disbursed for:		
Repayment of Local Borrowings	-	-
Repayment of Foreign Borrowings	-	-
Total Cash disbursed for Financing Activities (I)	**-**	**-**
NET CASH FLOW FROM FINANCING ACTIVITIES (J)=(H)-(I)	**-**	**-**
Net Movement in Cash (K) = (G) + (J)	**0**	**(203,660)**
Opening Cash Balance as at 01st January	**-**	**203,660**
Closing Cash Balance as at 31st December	**-**	**(0)**

3.4 Notes to the Financial Statements

Basis of Reporting

Reporting Period

The reporting period for these Financial Statements is from 01st January to 31st December 2021.

Basis of Measurement

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.

Recognition of Revenue

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

Recognition and Measurement of Property, Plant and Equipment (PP&E)

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.

Property, Plant and Equipment Reserve

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

Cash and Cash Equivalents

Cash & cash equivalents include local currency notes and coins on hand as at 31st December 2021.

Changes in Formats of Financial Statements & Adjustment of Comparative Figures

Relevant adjustments have been made to the comparative figures for the year 2020 in line with the changes made in the financial statements for the year 2021.

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	527,050	527,050	300,882	57.09
Capital	4,300	4,300	2,856	66.42

* According to the letter No.21/1596/304/134 and dated 21.08.2021 by the Secretary to the Office of the Cabinet of Ministers, Rs. 155,710,000 from Recurrent Expenditure and Rs. 430,000 from Capital Expenditure have been saved and informed to the Department of Budget.

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 31.12.2021	Balance as per financial Position Report as at 31.12.2021	Yet to be Accounted	Reporting Progress as a %
9151	Building and Structures				
9152	Machinery and Equipment	37,555	37,555	-	100
9153	Land				
9154	Intangible Assets	1,479	1,479	-	100
9155	Biological Assets				
9160	Work in Progress				
9180	Lease Assets				

3.9 Auditor General's Report

The final audit report for 31st December 2021 to be issued by the Auditor General has been attached (Annexure 01).

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%
1	Upgrade, maintain and monitor IT infrastructure facilities in the Ministry of Finance premises	100		
2	Provide hardware maintenance of Ministry of Finance	100		
3	Implementation of the Payroll system simultaneously in 14 departments in the Ministry of Finance	100		
4	Provide supporting facilities for ITMIS rollout process	100		
5	Updating Contents of the Treasury website	100		
6	Implementation of a new web site	95		
7	Monitoring and maintaining Treasury Intranet	100		
8	Co-ordinate e- mail system (Outlook) for efficient official communication	100		
9	Monitoring and Maintenance of MoF new File Server	95		
10	Handling and Monitoring Active Directories (AD)	100		
11	System Development		80	
12	Conducting/ Managing Training Programs for internship trainees	100		
13	Duly completion of financial statements and reports with in the given time frame	100		

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%
8. Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all	To ensure automated systems and procedures to be implemented at each departments using modern ICT	Expansion of Payroll system.			90%
		Implementation of Single Window system			90%
		Promote Internal Mail System (Outlook)			100%
	To provide management information for decision making entities	Updating Treasury website			100%
		Upgrading the Treasury intranet			100%
	To provide easy access of treasury information to General Public	Updating Treasury website			100%
9. Build resilient infrastructure, promote inclusive and sustainable industrialization and foster innovation	Coordinate ICT activities of other departments for achieving e-government objectives	Renovate current Network System			80%
		Conducting IT awareness programs			100%
		Maintain IT Infrastructure			100%

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

The ITMD is responsible for automation activities of all departments of the General Treasury/Ministry of Finance. Accordingly, the ITMD has accomplished several activities in the year 2021 in order to achieve Sustainable Development Goals (SDGs) identified in para 5.1 above.

- Implementing and monitoring network infrastructure of the Ministry of Finance to ensure, quality, effective and efficient communication system
- Developed/ Developing several Information Systems / Applications such as Single Window, Mail Management System, Vehicle Management System for improvement of e-Government Services
- Implementing e-Payroll system in the departments of General Treasury/Ministry of Finance for efficient and effective payment of salaries to government employees
- Revamping the Ministry website for proper communication and interaction with public /private Institutions as well as general public

When achieving Sustainable Development Goals, the Department has faced challenges such as;

- Unexpected situation caused due to Covid-19 pandemic
- Shortage of competent and skilled technical staff for implement e-services
- High cost for IT infrastructure and maintenance
- Shortage of ICT hardware resources

Chapter 06

Human Resource Profile

6.1 Cadre Management

	Approved Cadre	Existing Cadre	Vacancies / (Excess)**
Senior	14	08	06
Territory	10	09	01
Secondary	25	19	06
Primary	07	07	-
Other (contract)	02	02	-
Total	**58**	**45**	**13**

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

ITMD is responsible for contributing to the automation of all departments of the Ministry of Finance to ensure a quality and effective communication system. To accomplish its role effectively, it requires IT-enabled staff such as system development, network administration, service maintenance, cyber security, network security, mobile application development and quality assurance.

Although there were 13 vacancies in the department, ITMD ensured to provide efficient services with the assistance of trainees recruited from vocational and higher education institutions for practical training.

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		
01. Capacity Building Training Programme	01	08 days	-	-	Local	Development of subject knowledge related to duties
02. Workshop on Personal File Handling	01	01 day	05		Local	Improved knowledge on skills in handling personal files of officers
03. Bid Evaluation in Public Procurement Management	01	03 days	05		Local	Improved knowledge on public procurement management and bidding
04. Workshop on Essentials in Project Management	01	03 days	05		Local	Improved knowledge on the factors required for project management
05. Advanced Certificate in Public Procurement and Asset Management	01	11 days	30		Local	Improved knowledge on government procurement and asset management
06. Office Management and Finance Regulations	05	02 days	50		Local	Improved knowledge on office management and financial regulations
07. Policy on Information and Communication Technology Course - JICA	02	13 days	-	-	Foreign (online)	Enhanced knowledge on policies related to information and communication technology
08. Seminar on Information Infrastructure Construction for Developing Countries - China	03	10 days	-	-	Foreign (online)	Enhanced knowledge on policies related to information and communication technology
09. Training course on Computer Software /Hardware/Network Technology for Developing Countries - China	06	15 days	-	-	Foreign (online)	Improved knowledge on computer software / hardware / network technology of officials in developing countries

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		
10. Seminar on Financial and Economic Management for Developing Countries - China	01	10 days	-	-	Foreign (online)	Improved knowledge on finance and management
11. Workshop on Strategic Budgeting - IMF SARTTAC	01	04 days	-	-	Foreign (online)	Improved knowledge on budget strategic management
12. Forum on Successful Project Design and Implementation - ADB	02	03 days	-	-	Foreign (online)	Improved knowledge on successful design and implementation of projects
13. Seminar on Emergency Communication for Developing Countries - China	02	11 days	-	-	Foreign (online)	Improved knowledge on emergency communication techniques

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)	-		
1.4	Stores Advance Accounts	-		
1.5	Special Advance Accounts	-		
1.6	Others	-		
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**		

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
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	**Complied**		
4.2	The annual procurement plan has been prepared	**Complied**		
4.3	The annual Internal Audit plan has been prepared	**Complied**		
4.4	The annual estimate has been prepared and submitted to the NBD on due date	**Complied**		
4.5	The annual cash flow has been submitted to the Treasury Operations Department on time	**Complied**		
5	**Audit Queries**			
5.1	All the audit queries has been replied within the specified time by the Auditor General	**Complied**		
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**		

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
6.4	All the copies of internal audit reports has been submitted to the Auditor General 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**		
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	A suitable liaison officer was appointed to coordinate the implementation of the provisions of the circular and the details of the nominated officer was sent to the Comptroller General's Office in terms of Paragraph 13 of the aforesaid 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	N/A		
9.2	The condemned vehicles had been disposed of within a period of less than 6 months after condemning	N/A		
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	N/A		

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
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	N/A		
9.6	The absolute ownership of the leased vehicle log books has been transferred after the lease term	N/A		
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	**Complied**		
10.2	The dormant accounts that had existed in the year under review or since previous years settled	**Complied**		
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	**Complied**		
11	**Utilization of Provisions**			
11.1	The provisions allocated had been spent without exceeding the limit	**Complied**		
11.2	The liabilities not exceeding the provisions that remained at the end of the year as per the FR 94(1)	**Complied**		
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	**Complied**		

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
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	-		
15.2	The revenue collection had been directly credited to the revenue account without credited to the deposit account	-		
15.3	Returns of arrears of revenue forward to the Auditor General in terms of FR 176	-		
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**		

No.	Applicable Requirement	Compliance Status (Complied/ Not Complied)	Brief explanation for Non Compliance	Corrective actions proposed to avoid non-compliance in future
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	**Complied**		