

Format (No.1)

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Name of the Institution : - Ministry of Irrigation

	Shortcomings identified by the Committee	Action taken by the Institution to rectify the Shortcomings/ current status
1.	The first password of the payroll processing system of the computer had not been used only by the Accountant or by an authorized staff officer.	The pass word related to the payroll processing of the software is used only by the Chief Accountant.
2.	The passwords of the software system had not been changed every three months.	Currently, the relevant passwords are being changed every three months.
3.	Answers had not been sent to all the audit queries of the Auditor General within one month	There are a number of institutions and projects functioning throughout the country under this Ministry and information required for the preparation of answers for the audit queries should be obtained from those institutions and the projects. As it takes a considerable period of time for that purpose, answers for some audit queries cannot be submitted within a month. In such occasions, approval of the Assistant Auditor General / Superintendent of Audit is obtained in order to extend the period for answering the audit queries
4.	The copies of the internal audit reports had not been submitted to the Auditor General in terms of Financial Regulation 134(2)	Copies of the internal audit reports are submitted to the Auditor General by now.
5	The information about purchases of assets and disposals relating to year 2018 had not been submitted to the Comptroller General's Office in terms of Paragraph 07 of the Asset Management Circular No. 01/2017 dated 26 June 2017.	Currently, the information relating to purchases of assets and disposals is submitted to the Comptroller General's Office.
06	Fuel consumption of vehicles belonging to the institution had not been tested in terms of the provisions of Paragraph 3.1 of the Public Administration Circular No. 30/2016 dated 29.12.2016	Measures will be taken in this respect in due course.
7.	Liabilities exceeding the provisions that made to the vote in terms of F.R 94 (1) and remained at the end of the year, had been taken	Due to inadequacy of the provisions allocated annually to make the payment for services, such as power, water, cleaning and security essential for the function of the offices, liabilities have to be taken exceeding the approved limits and

		internal control systems have been introduced to manage the expenditure as far as possible.
8.	Loan balances in arrears for over 1 year had not been settled	An amount of Rs.345, 470 out of the outstanding loan balance of Rs.661, 642 remained over one year has been settled. The remaining loan amount of Rs, 316,172 is a balance of two loans of two officers. One of them has vacated the post and the other officer has passed away. Measures are being taken to recover the said money.
9.	Citizen/ client charter had not been prepared or applied properly.	<p>As the Ministry of Irrigation does not provide services or facilities to the clients/ customers directly, it had not been focused on preparation of Citizen/ client charter.</p> <p>The main functions of This Ministry</p> <ol style="list-style-type: none"> 1. Formulation of policies related to the projects implemented and functions of Institutions under this Ministry and improvement of water resources and irrigation ensuring the implementation of the above projects. 2. Management and maintenance of Water sources and irrigation. 3. Conservation and protection of water sources and irrigation systems. <p>However, Internal clients' criterion has been developed pertaining to the provision of services to the internal staff employed in the Ministry and the institutions coming under the Ministry.</p> <p>For an instance:-</p> <ol style="list-style-type: none"> I. Accomplishment of the requests made with regard to confirmation / promotion of the Officer of the Ministry of Irrigation or Department of Irrigation within two or three working days or submission of the same to the respective institution. II. Replies are given to the public complaints received with regard to any projects (programs) within 07 or 10 working days. Thus, the time will be changed as per the time taken by the relevant Institution to give information. III. In compliance with the provisions of the Right to Information. IV. Measures are taken to develop the charter related to the internal clients further.
10	A proper human resource plan had not been drafted in keeping with the provisions of public administration was not available. The human resource development plan that had been prepared, did not provide for at least a minimum of 12 hours' training per employee for a year	<ol style="list-style-type: none"> i. Practical difficulties existed in formulation of a Human resource plan in keeping with the provisions of public administration and number of training programmes were limited during the period of 2020-2022 due to covid19 pandemic situation and limits of provisions. ii. During the said periods the staffs were directed for the online training programmes conducted by various government institutions (E.g, Programmes conducted by the Department of Pensions.)

		<p>iii. Hence, training / capacity building opportunities were given to many employees though such programmes do not comply with human resource development plan.</p> <p>iv. All the Staff Officers of the staff are bound to forward annual performance evaluation and performance evaluation methodologies are effected for the other staff.</p> <ul style="list-style-type: none">• Institutional human resources management affairs, capacity and skill development affairs are administrated by the corporate Division. The Additional Secretary is the responsible senior officer in charge of the said division.• It was not practical to carry out the training programmes as planned due to covid-19 pandemic situation and limits of provisions in the years of 2020, 2022 as explained above and irregular function of the offices based on the work rotation under the power crisis in 2022.
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Roshan Ranasinghe
Minister of Irrigation

Ministry of Irrigation
No500
T.B. Jaya Mawatha
Colombo 10

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