

Specimen Form : (No.01)

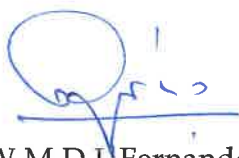
Parliamentary Session No : 290

Name of the Institution : Office of the Cabinet of Ministers

Shortcomings identified by the Committee on Public Accounts	Action taken by the Institution to overcome the shortcomings/present situation
Being unable to complete the Board of survey and submit the Report thereof to the Audit on due date.	The Boards of Survey were duly appointed on 2021-11-25 to conduct the Survey for the year 2021. The Cabinet Office which had been located in the Republic Building until 2021-12-31 was shifted to the Lloyd's Building on 2022-01-03. When restoring the office there, the office activities and branch inventories had to be updated. This situation delayed the survey activities. However, having been completed relevant disposals, the Reports were submitted to the audit on 2022-10-27.
The Government emblem had not been printed on all the vehicles.	At present, the name of the office written in all the three languages along with the Government emblem has been clearly displayed in the front of all the vehicles. (It is not necessary to print the emblem in all the vehicles as per the Public Administration Circular No.26/92)
Balances which Bank Reconciliation statements had revealed had not been settled.	As Abans Electricles PLC had not submitted the cheque to the bank even after the validity period being extended, the cheque was not cancelled as at 2021-12-31. Later the cheque was cancelled and the amount was credited to the General Deposit Account and on 2022-03-21 the relevant Company had resorted to take the cheque and banked it.
Failure to prepare the Internal Audit Programme and not holding Audit and Management Committee Meetings.	There was a very limited space in the Republic Building where the Cabinet Office had been established until 2021-12-31. Therefore, it was very problematic to attach an Internal Auditor to the office because, it was difficult to provide sufficient office space to the said officer as well as to the audit staff.

	By now, the Cabinet Office has been established in the Lloyd's Building, located at Sir Baron Jayathilake Mawatha, Colombo 01 and measures have been taken to fill the vacancy of Internal Auditor and hold Audit and Management Committee Meetings.
Failure to make available space for the public to make comments on the Institute's web site.	The public has given the chance to make their comments on the Home page of the existing office web site. Hence, an opportunity has been given to the public to present their comments and compliments in safer and more formal manner and constant follow-up thereto is being carried out.
Not having prepared a Human Resource Plan. The Human Resource Plan already prepared, did not assure a training opportunity at least not less than 12 hours for more than 50% of the cadre. The training opportunities granted from among the scheduled training opportunities were less than 50%.	Due to the Covid-19 pandemic in 2021, calling public officers for duty was limited in terms of the Public Administration Circular No.20/2020 and a limited number of officers were called for duty that is sufficient to fulfill the essential duties. Therefore, it was not possible to prepare a Human Resource Plan and implement covering the entire cadre in terms of the Public Administration Circular 02/2018. By now, a Human Resource Plan has been prepared granting annual training opportunities of at least 12 hours to all the officers that need to be trained in the office and number of officers who were trained in the previous year's exceeds the limit of 50% of the entire cadre.
Not having prepared Performance Agreements including the entire cadre.	As of now, in terms of the Public Administration Circular 02/2018, actions have been taken to prepare Performance Agreements including the entire cadre in the institution.
Failure to nominate a senior officer in the office to prepare Human Resource Development Plans and implement Capacity Building and Skills Development Programmes.	Action has been taken to nominate a senior officer in the office as informed through paragraph 6.5 of the Public Administration Circular No.02/2018 pertaining to the formulation of Human Resource Development Plans and Capacity and Skills Development Programmes and the Human Resource Development Division of the Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government has been informed in that regard in writing.

Performance targets have not been set to measure the achievements of identified sustainable goals. Further, indexes had not been set to measure the progress of the implementation of identified sustainable development goals	When taking into account the role entrusted with the Cabinet Office, sustainable development goals cannot be directly linked with the functions of this Office. Cabinet Memoranda submitted by different Ministries seeking policy approval are checked on the receipt as to whether they are in accordance with the sustainable development goals and, clarifications are also made thereto, where found necessary, since this office provides assistance required to take all the policy decisions relating to the direction and control of the country.
Failure to take action to transfer the officers who had completed the maximum service period in the Office	General annual transfers are not implemented in this office. Further, according to the nature of the duties of this office, officers who can work after normal duty hours, on weekends and on holidays are identified and after obtaining their security clearance Reports, arrangements are made to get them transferred to this office. Identifying such officers is a quite difficult task and officers so identified have been serving in this office for a long time. Therefore, carrying out constant transfers of experienced and efficient officers would create an adverse impact on the performance of the office. However, measures have been taken to give transfers for the officers who are in need of transfers, depending on their requests and humanitarian factors.



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Secretary to the Cabinet of Ministers
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