Parliamentary Series No : 290

Name of the Institution : Office of the Parliamentary Commissioner for Administration

Shortcomings identified by the Committee	Action taken by the Institution to rectify the shortcomings / current status
Part 1 1. The Register of Internal Audit queries was not maintained and updated.	Due to the limited number of staff in the office, there are not enough officers to sustain an internal audit unit. A minimal number of transactions occur annually, and no internal audit is conducted. Nevertheless, internal administration is diligently maintained, encompassing both administrative and accounting activities.
2. The annual procurement plan has not been prepared.	An annual procurement plan was in place for the year 2021.
3. The boards of survey were not conducted in accordance with F.R. 756(6) within the stipulated time period, as outlined in Paragraph 11.1 of Part I of Public Finance Circular No. 01/2020 dated 2020.08.28 and the relevant reports were not submitted to the Auditor General by the due date.	For the year 2022, the boards of survey were conducted as scheduled, and the corresponding reports were submitted to the Auditor General on the scheduled date.
4. The emblem of the state has not been painted on all pool vehicles.	The institution does not own any pool vehicles and possesses only one vehicle designated for the Commissioner's use. Presently, the state emblem is not painted on the vehicle.
5. The fuel consumption of vehicles under the purview of the Special Spending Unit has not undergone testing in accordance with the provisions outlined in Paragraph 3.1 of Public Administration Circular No. 2016/30, dated 2016.12.29.	The necessary testing for the year 2023 has been conducted.
6. The bank reconciliation statements were not prepared, certified, and submitted to the audit on time.	At present, bank reconciliation statements are prepared and certified and submitted for audit on the due date.
7. The approved imprest account balance, along with the treasury books, which is quarterly compared with the cash imprest reconciliation statement, has not been submitted to the Treasury Operations Department before the due date.	The cash imprest reconciliation statement has been submitted to the Treasury Operations Department since the third quarter of 2022.
8. The internal audit program was not prepared at the commencement of the year following consultation with the Auditor General, as stipulated in F.R. 134(2).	As mentioned in 1 above.

9. At least two meetings of the Audit and Management Committee were not held.	As mentioned in 1 above.
Part 2 1. The website maintained by the institution does not offer an option for the public to lodge complaints or provide commendations.	We will take the necessary actions in the future.
2. The audit opinion regarding the accounts of the institution was either a disclaimed opinion or an unfavorable opinion.	In accordance with the Auditor General's report on the financial statements for the year ending December 31, 2021, the audit opinion regarding the institution's accounts is presented as a qualified opinion. It is hereby affirmed that the report accurately represents a true and fair depiction, with the exception of the considerations outlined in paragraph 1.6.
3. The performance agreements, encompassing the entire staff, had not been drafted and contracted.	As participation in long-term training courses is not currently anticipated to be contracted, performance agreements have not been prepared at present. If deemed necessary in the future, arrangements can be made for such agreements.
4. The institution failed to identify the Sustainable Development Goals applicable to its scope. Performance targets, enabling the measurement of the level of achievement of the identified Sustainable Development Goals, had not been set. Indicators to measure the progress of the implementation of Sustainable Development Goals had not been established.	In the future, we will endeavor to identify sustainable development goals in alignment with the nature of the institution's functions.
5. The number of available training opportunities from the planned training opportunities was less than 50%.	Due to the COVID-19 pandemic in the year 2021, officers were unable to participate in training programs.
6. In accordance with paragraph 12.1 of Public Finance Circular No. 02/2020 dated 2020.08.28, three (3) indicators that can measure progress and clarify the role to be played by the institution were not identified.	In the future, we will work to identify performance indicators that can measure the progress of the institution.

Justice K.B.K. Hirimburegama

Parliamentary Commissioner for Administration

(Ombudsman)