

MODEL (No.01)

Parliamentary Publication Series No - 290

Institution - Department of Posts

First Part : 8700		
No	Shortcomings recognized	Actions taken for correcting the shortcomings.
01.	Register of Losses had not been maintained.	Register of Losses is updated and maintained.
02	Recommendations on surplus and shortages revealed at the annual stock taking had not been implemented during the precise period.	Steps have been taken to continue the process since 2023 onwards and I kindly inform that the training and instructions regarding that have been provided.
03.	No settlement had been performed within one month as per the financial regulations in regard to the balances that had been revealed by bank reconciliation statements and would have adjusted.	Outstanding Cheques, Unidentified Receipts, Unidentified Payments and Unrealized Deposits that exceeded 6 months as at 31.12.2021, have now been settled.
04.	Provisions had been allocated to other institutions after the due time.	Provisions are now allocated accurately and in due time.
05.	Existence of loan balances in arrears continued for more than one year.	A part of the credit balances of deceased and retired officers in the Government Officers' Advance B account which has been outstanding for more than one year has been deducted from the Death-cum-Retirement Gratuity by now, and the gratuities of other officers are currently in the process of being prepared. Credit balances of certain interdicted officers and officers who vacated their post are

		being settled through installment payments by the debtor, while a few others are being charged in installments from their guarantors. Accordingly, the process of addressing loan balances in arrears, which have persisted for more than one year as at 31.12.2021, is as follows.
06.	No action had been taken in regard to the Lapsed Deposits of the General Deposits Account as per F.R.571.	Although there is Rs.4,001,595.00 in the General Deposits Account, which has exceeded two years in the year 2021, only the following deposits remain unsettled. Other deposits have been credited to the Revenue of the year 2022 and settled. 1. Retention Money for Construction Account ; 16/2 Rupees 2794,400- HNB Performance Bond regarding the procurement for cancellation of stamps 2. Temporary Retention for Statutory Payments Account ; 18/9-1,000,000 A deposit to obtain bulk mail numbers by Sanasa Development Bank
/07.	'Ad hoc' Sub Imprests had been issued exceeding the limits of F.R.371.	No 'Ad hoc' Sub Imprests exceeding the limit are issued as of now.
08.	Staff had been enrolled exceeding the approved limit.	Approved number of deputy postmaster general posts in the Department of Posts are 13 and 04 posts out of them are filled with posts of Sri Lanka Administrative Service. Therefore, number of departmental posts are 09. Promotions from the Department to the Deputy Postmaster Generals are awarded only after completing qualifications in grade II of executive grade. As per the recruitment procedure prepared under Public Administration Circular 6/2006, two (02)



		officers had been qualified for the post of Deputy Postmaster General. Since no qualified officer in Sri Lanka Administrative Service had applied for the vacant 02 posts, qualified officers from the Department service had been recruited. Accordingly, it is mentioned that the number of posts has become 11. Approved cadre of the Postal Services Officer grade I is 876. In accordance with the recruitment procedure prepared as per the Public Administration circular 6/2006, promotions have been awarded exceeding the approved cadre since promotions to all officers qualified for grade I should be awarded promotions.
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Second Part : 78		
No	Shortcomings Recognized	Actions taken for correcting the shortcomings.
01.	No methodology had been prepared by the institution to supervise and evaluate the citizens' charter.	Preparation of the citizens' charter has been included in the action plan of 2023. Each service shift caters to an immense workload applicable to the 03 divisions namely monitoring offices, accounting offices and administrative offices. Therefore, respective citizens' charter has been prepared for each respective division covering all the divisions. The practical issue is that it is problematic to complete relevant workload on time even if the citizens' charter was prepared since the vacancies in the work force. However, preparing a citizens' charter has been inaugurated. But, it can be published and implemented only when the workforce scarcity is filled.

		Otherwise, it will lead to dissatisfaction of commuters. Supervision and monitoring can be done once this is implemented after accomplishing the staff.
02.	A well prepared human resource plan had not been prepared as per the provisions of the Public Administration Circular 02/2018 dated 24.01.2018.	No government institution has prepared a human resource plan by now. Even though, the preparation of a formal human resource plan has been started.
03.	No performance agreement including the entire staff had been prepared and agreed upon.	Agreements have been reached by now.
04.	Training opportunities given through planned training opportunities were at a low rate as 50%.	Due to allocation limitations, only an essential number of programs are being conducted.
05.	Audit opinion on the accounts of the institution was an adverse opinion.	A qualified opinion has been expressed.

