



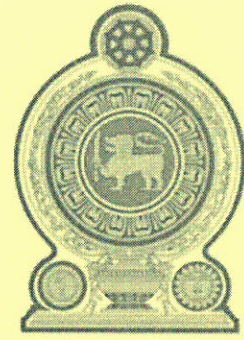
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செயல்திறன் அறிக்கை - 2023
PERFORMANCE REPORT - 2023

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அமைச்சரவை அலுவலகம் - கொழும்பு 01

OFFICE OF THE CABINET OF MINISTERS - COLOMBO 01



PERFORMANCE REPORT - 2023

**OFFICE OF THE CABINET OF MINISTERS
COLOMBO 01**

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Chapter 01

Corporate Profile / Summary of Implementation

1.1 INTRODUCTION

The Office of the Cabinet of Ministers has been established to provide support services to the Cabinet of Ministers and Cabinet Sub-Committees in the exercise of powers vested in the Cabinet of Ministers under the Constitution to direct and control the Government of the Republic.

The Secretary to the Cabinet of Ministers appointed by His Excellency the President in terms of paragraph (2) of Article 51 of the Constitution, functions as the Head of the Office of the Cabinet of Ministers.

1.2 Vision

Being the most reliable Government agency assisting the Executive in directing the Administration of the Republic.

Mission

Assisting efficiently in the decision making process of the Cabinet of Ministers in fulfilling the duties pertaining to the direction and control of the Government of the Republic, vested with the Cabinet of Ministers in terms of paragraph (1) of Article 43 of the Constitution.

Objectives

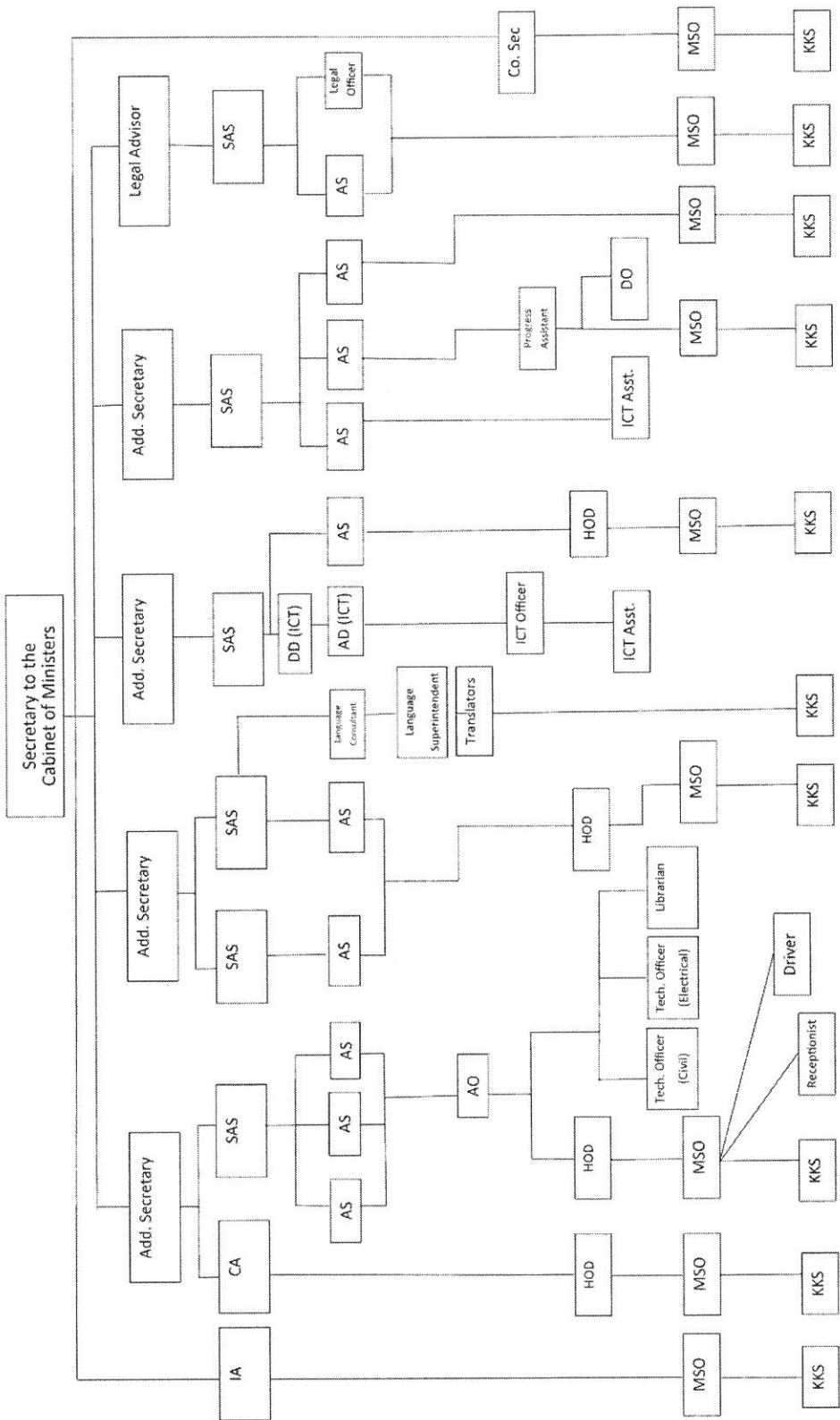
Facilitating and assisting the decision making process of the Cabinet and the Cabinet Sub-Committees so that they can take informed decisions.

1.3 Main functions

- Giving instructions to Ministries pertaining to preparing Cabinet Memoranda and providing guidance to the Ministry Secretaries and Senior Officers in the said task.
- Conducting in-depth studies relating to the legal and the policy aspects of Cabinet Memoranda received and making submissions to the Cabinet of

Ministers and Cabinet Sub-Committees, to facilitate coherent and proper decision making on such Memoranda, taking into consideration all matters concerned in the discharge of functions vested with the Cabinet of Ministers in respect to policy formulation, direction and control of the Government of the Republic.

- Forwarding Cabinet Memoranda for the observations of the relevant Ministers.
- Including Cabinet Memoranda on the Agenda of the Cabinet meeting after examining the same.
- Presenting Cabinet Memoranda to the Cabinet of Ministers and the Cabinet Sub-Committees to be taken up for consideration together with the relevant observations.
- Preparing Cabinet Minutes containing decisions arrived at the Cabinet meetings and Cabinet Sub-Committee meetings in all three languages and referring those Minutes to Ministers, the relevant Ministry Secretaries and other relevant authorities.
- Providing all necessary supportive services to Cabinet Sub-Committees and Cabinet meetings.
- Conveying the decisions made by the Cabinet to the relevant Ministries.
- Review of the implementation of Cabinet decisions that need special attention.
- Fulfilling any other duties relating to the Cabinet Office entrusted by the Hon. President and the Cabinet.

[illegible]

- 1.5 **Departments falling under the purview of the Ministry/Main Divisions of the Department/ Divisional Secretariat falling under the purview of District Secretariat - Not relevant**
- 1.6 **Ministry/Department/Institutions falling under the purview of Provincial Council/Funds - Not relevant**
- 1.7 **Information of foreign funded projects (if any) - Not relevant**

Chapter 02

Progress and Way Forward

2.1 Functions pertaining to the Cabinet Meetings in the year 2023

2.1.1 Forty Six (46) Cabinet meetings and 03 Special Cabinet meetings were held in the year 2023. During the year, 2,547 Cabinet Memoranda (this refers to both Cabinet Memoranda and Notes) have been submitted from various Ministries seeking Cabinet decisions. The name list of Ministers who functioned as Members of the Cabinet in the year 2023 is indicated in Annex I (The composition of the Cabinet of Ministers has been changed during the year 2023 in several instances). The Number of Cabinet Memoranda submitted by each Ministry to the Office of the Cabinet of Ministers in the year 2023 is shown in Annex II.

2.1.2 Action was taken to obtain observations from relevant Ministries pertaining to Memoranda submitted in the year 2023 and action was taken by the Secretary to the Cabinet and Senior Officers to study the legal and policy background on the said Memoranda and complications that could arise from the said proposals and briefed the Cabinet in that regard, where found necessary.

2.1.3 Minutes containing the decisions arrived at pertaining to the Cabinet Memoranda taken up for consideration by the Cabinet were prepared in Sinhala, Tamil and English languages by this Office and submitted to the Ministers, Ministry Secretaries and other relevant institutions responsible for the implementation of the relevant decisions.

Table 2:1- Summary of a task - wise classification of Cabinet Memoranda submitted - 2023:

Category	Number of Memoranda
Policy Matters	1084
Legislative Matters	203
Establishment matters to be dealt by the Cabinet as per the provisions of the Constitution	307
Procurement activities and matters relating to Public expenditure	598
Annual Reports	355
Total	2547

- 2.1.4 After conducting the Cabinet meeting, actions have been taken on the same day to prepare a Report including summaries of special Cabinet decisions such as implementation of Development Projects, Welfare Programs, Government Procurement Activities, various Government Policies identified to be known by the public and submit to the Hon. Minister functioning as the Cabinet Spokesman and the Director General of Information. In addition, the same information has been uploaded to the official website of the Cabinet Office by the day after the date of Cabinet meeting.

2.2 Functions pertaining to the Cabinet Sub-Committees in the year 2023

In order to facilitate the decision-making process of the Cabinet, the following Cabinet Sub-Committees were appointed by the Cabinet to submit appropriate recommendations to the Cabinet pertaining to specific areas and matters and those Sub-Committees functioned in the year 2023.

(a) Cabinet Sub-Committee on Establishment Matters

(b) Cabinet Sub-Committee on Public Expenditure Management

(a) Cabinet Sub-Committee on Establishment Matters

The following powers pertaining to the establishment matters have been entrusted with the Cabinet as per the Constitution:

- Making provisions pertaining to the policy matters of public officers including appointment of public officers, promotion, transfer, disciplinary control and dismissal (paragraph (1) of Article 55)
- appointment of Heads of Department, promotion, transfer, disciplinary control and dismissal (paragraph (2) of Article 55)

Analyzing the Memoranda submitted by Ministries in depth and submits recommendations to the Cabinet in order to facilitate the Cabinet to arrive at the most appropriate decision in implementing the aforesaid powers is the role of the Cabinet Sub-Committee on Establishment Matters. In addition, the responsibility of examining the relevant Cabinet Memoranda to obtain approval for Annual Performance Reports and Financial Statements of Ministries, Departments, Public Enterprises and Statutory Institutions to be tabled in Parliament and submitting

recommendations in that regard has also been vested with the Cabinet Sub-Committee on Establishment Matters.

The composition of the Cabinet Sub-Committee on Establishment Matters which functioned in the year 2023 is indicated in Annex III.

Immediately after receiving the Cabinet Memoranda pertaining to the appointment of Heads of Department, in this office, Reports will be called from the Appointing Authority and the Administrative Authority relevant to the service to which the said officers belong on whether disciplinary action has been taken or contemplated with regard to the recommended officers.

During the year 2023, 307 Cabinet Memoranda related to the scope of the Cabinet Sub-Committee on Establishment Matters have been received from various Ministries and 19 meetings of the Cabinet Sub-Committee on Establishment Matters have been held to take up for discussion of the said Memoranda. Action has been taken to submit the recommendations of the said Sub-Committee thereafter to the Cabinet.

A Committee comprising of the following officers assisted the Cabinet Sub-Committee and 19 meetings were held with the participation of said Officials Committee.

Officials' Committee which assisted the Cabinet Sub-Committee on Establishment Matters

- i. Secretary to the Prime Minister
- ii. Secretary to the Cabinet of Ministers
- iii. Secretary, Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government
- iv. Secretary to the Treasury or a Deputy Secretary to the Treasury nominated by him
- v. Senior Officer of the Presidential Secretariat nominated by the Secretary to the President
- vi. Director General of National Budget
- vii. Director General of the Department of Management Services
- viii. Director General of Establishments
- ix. Director General of Combined Services

Further, action was taken to obtain recommendations of the Public Service Commission on certain matters where necessary. The Cabinet having considered the recommendations submitted by the Cabinet Sub-Committee, has granted its decisions pertaining to the above 307 Cabinet Memoranda and the Office of the Cabinet of Ministers has submitted the said decisions to the relevant Ministry

Secretaries and other relevant institutions in order to implement the said decisions.

In the year 2023, the Cabinet has taken decisions pertaining to the appointment of sixty seven (67) Heads of Department and the Secretary to the Cabinet has issued Letters of Appointment in that regard.

(b) Cabinet Sub-Committee on Public Expenditure Management

Twenty two (22) meetings of the Cabinet Sub-Committee on Public Expenditure Management were held in the year 2023. The composition of the Cabinet Sub-Committee on Public Expenditure Management is indicated in Annex IV.

Officials' Committee which assisted the Cabinet Sub-Committee on Public Expenditure Management

- i. Secretary to the President
- ii. Secretary to the Prime Minister
- iii. Secretary to the Cabinet
- iv. Secretary, Ministry of Finance, Economic Stabilization and National Policies
- v. An Additional Secretary to the President

2.3 Special duties performed in the year 2023

- 2.3.1 The Secretary to the Cabinet functioned as a member of the Officials' Committee assisting the Cabinet Sub-Committee on Establishment Matters and the Officials' Committee assisting the Cabinet Sub-Committee on Public Expenditure Management.
- 2.3.2 Measures were taken to implement the provisions of the Right to Information Act No. 12 of 2016 in relation to the Cabinet Office from 2017-02-03, the date on which said Act came into effect and the same continued under the said Act in the year 2023 as well. The Secretary to the Cabinet and a Senior Assistant Secretary of this office functioned as the 'Designated Officer' and the 'Information Officer' respectively during the year. Steps were taken to upload information on the official website with regard to the manner in which the documents and linked information related to this office could be accessed and the relevant applications and specimen and other relevant information related to that. During the year 2023, 167 applications for Request for Information have been submitted to this Office and measures were taken to reply all the Requests for Information so received.

2.4 The uniqueness of the functions of the Office of the Cabinet of Ministers

The Office of the Cabinet of Ministers has to discharge its functions deviating from the manner in which duties are normally attended to by other State Institutions due to the unique nature of the functions devolved on this Office. The staff of the Cabinet Office has to discharge several duties as indicated below, which cannot be postponed specially due to the period permitted within two (02) weekly Cabinet meetings is only one week:

- To prepare the Minutes of the weekly Cabinet meeting held on Monday in all three languages and complete by the evening on Thursday in the same week.
- To study the matters contained in the Cabinet Memoranda intended to be listed on the Agenda of the next Cabinet meeting.
- Collection of additional information relevant to the said Cabinet Memoranda and search for the Cabinet decisions if any, previously taken in relation to the same.
- To examine the policy-wise and legal complications if any, which could arise in the implementation of the proposals in some Memoranda (by the Secretary to the Cabinet and Senior Officers).
- To obtain observations from the Ministers in charge of the relevant Ministries pertaining to the matters contained in the said Memoranda, as applicable.

In addition to the Cabinet meetings, preparation of the relevant Minutes of the meetings of the Cabinet Sub-Committee on Establishment Matters and the Cabinet Sub-Committee on Public Expenditure Management, submission of the said Minutes to the Cabinet for approval and dispatch of the relevant decisions relating to the said meetings to the relevant authorities, have to be attended to in each week.

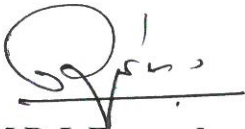
In discharging the above mentioned functions, the officers serving in the Cabinet Office had to be extremely careful in maintaining confidentiality in all matters attended to by them, which is a responsibility devolved on them, and they had to work till late hours of the day after normal working hours and also during weekends and public holidays too.

Due to the above circumstances, action was taken to recruit a group of specially selected officers who could meet the requirements mentioned above and the information pertaining to the officers who served in the Cabinet Office during the year 2023 is indicated in Chapter 06 of this document.

The services of a retired Ministry Secretary serving in the post of Legal Advisor were continued to be obtained on contract basis for legal matters dealt with by the Cabinet Office.

2.5 Challenges and future objectives.

To implement the main functions stated at 1.3 above efficiently and effectively based on the Action Plan for the year 2024.



W.M.D.J. Fernando

Secretary to the Cabinet of Ministers

28-05-2024

W. M. D. J. FERNANDO
Secretary to the Cabinet of Ministers
Office of the Cabinet of Ministers
Lloyd's Building
Sir Baron Jayathilaka Mawatha
Colombo 01.

Overall Financial Performance of the Year

ACA -F

1

Statement of Financial Position
As at 31st December 2023

	Note	2023 Rs	Actual 2022 Rs
<u>Non Financial Assets</u>			
Property, Plant & Equipment	ACA-6	113,367,732	114,393,231
Leasing Investment		8,001,980	21,719,660
<u>Financial Assets</u>			
Advance Accounts	ACA-5/5(a)	12,725,853	12,548,638
Cash & Cash Equivalents	ACA-3	-	-
Total Assets		134,095,565	148,661,528
<u>Net Assets / Equity</u>			
Net Worth to Treasury		12,429,671	11,933,620
Property, Plant & Equipment Reserve		113,367,732	114,393,231
Rent and Work Advance Reserve	ACA-5(b)	-	-
<u>Current Liabilities</u>			
Lease Holders		8,001,980	21,719,660
Deposits Accounts	ACA-4	296,182	615,017
Unsettled Imprest Balance	ACA-3	-	-
Total Liabilities		134,095,565	148,661,528

Detail Accounting Statements in ACA format Nos. 1 to 7 presented in pages from 1 to 48 and Annexures to accounts presented in pages from 49 to 55 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 Financial 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
Name :
Designation :
Date : 2024/02/15

W. M. D. J. FERNANDO
Secretary to the Cabinet of Ministers
Office of the Cabinet of Ministers
Lloyd's Building
Sir Baron Jayathilaka Mawatha
Colombo 01.

Accounting Officer
Name :
Designation :
Date :


Chief Financial Officer/ Chief Accountant/
Director (Finance)/ Commissioner (Finance)
Name :
Date : 2024/02/15

U. L. Chamila Perera
Chief Accountant
Office of the Cabinet of Ministers
Lloyd's Building
Colombo 01.

**Statement of Cash Flows
for the Period ended 31st December 2023**

	Actual	
	2023 Rs.	2022 Rs.
Cash Flows from Operating Activities		
Total Tax Receipts	-	-
Fees, Fines, Penalties and Licenses	-	-
Profit	-	-
Non Revenue Receipts	-	3,690,177
Revenue Collected on behalf of Other Revenue Heads	3,931,797	-
Imprest Received	171,858,000	159,376,000
Recoveries from Advance	6,211,728	3,923,051
Deposit Received	442,183	647,730
Total Cash generated from Operations (A)	182,443,708	167,636,958
Less - Cash disbursed for:		
Personal Emoluments & Operating Payments	147,721,675	143,669,260
Subsidies & Transfer Payments	528,222	533,705
Expenditure incurred on behalf of Other Heads	2,490,463	1,524,070
Imprest Settlement to Treasury	7,078,335	19,097
Advance Payments	5,573,679	3,095,026
Deposit Payments	761,018	849,347
Total Cash disbursed for Operations (B)	164,153,393	149,690,505
NET CASH FLOW FROM OPERATING ACTIVITIES(C)=(A)-(B)	18,290,315	17,946,453
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:		
Capital Expenditure	18,290,315	17,946,453
Total Cash disbursed for Investing Activities (E)	18,290,315	17,946,453
NET CASH FLOW FROM INVESTING ACTIVITIES (F)=(D)-(E)	(18,290,315)	(17,946,453)
NET CASH FLOWS FROM OPERATING & INVESTMENT ACTIVITIES (G)=(C) + (F)	-	-
Cash Flows from Financing 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)	-	-
Opening Cash Balance as at 01st January	-	-
Closing Cash Balance as at 31st December	-	-

3.1 Financial Statements

3.1.1 Performance of Generating Income: Not relevant

Table 3:1

Code of Income	Particulars of Code of Income	Income Estimate		Income generated	
		Initial Estimate	Final Estimate	Amount (Rs.)	As a percentage of Final Estimate

3.1.2 Performance of utilizing Allocated provisions (in Rs.'000)

Table 3:2

Type of Provision	Allocated provisions		Actual Expenditure	Utilized provisions as a percentage to completed Final provisions
	Initial provision	Final provision		
Recurrent	178,300	178,300	148,781	83.44%
Capital	85,000	85,000	18,290	21.52%

3.1.3 Provisions granted to this Department/District Secretariat/Provincial Council as a representative of other Ministries/Departments, as per F.R 208:

Table 3:3

Rs.0.00

Serial No.	Ministry/Department which received provisions	Aim of Provision	Provision		Actual Expenditure	Utilized provisions as a percentage to Final provisions received
			Initial Provisions	Final provisions		
01	Ministry of Public Administration, Home Affairs Provincial Councils and Local Government	Assistant Director Information Technology - Payment of Salaries for Trainings	29,770.00	29,770.00	29,692.60	99.74%
02	Department of Pensions	To recover loans	36,000.00	36,000.00	36,000.00	100%
03	Department of Treasury Operations	Payment of leasing	2,429,000.00	2,429,000.00	2,424,770.00	99.82%

3.1.4 Performance of reporting Non-financial Assets

Table 3:4

Rs.0.00

Balance of Assets	Code Description	Balance as per Board of Survey Report as at 31-12-2023	Balance as per Financial Statement Report as at 31-12-2023	To be accounted in future	Reporting of Progress as a percentage
9151	Building Structures			The value of the Lloyds building	

9152	Plant & Machinery		113,368		
9153	Land			The value of the land where the Lloyds building is located	
9154	Intangible assets				
9155	Biological Assets				
9160	Work-in-progress				
9180	Leased Assets				
9180	Financial Leased Assets		Rs. 8,001,980 as the leased investments-under non financial assets Under Current liabilities - Rs 8,001,980 as leased creditors	51,340	

Chapter 04

Performance Index

4.1 Performance Index of the Institution (based on the Action Plan)

Table 4:1

Specific Index	Actual outcome as a percentage (%) of the anticipated outcome		
	100% - 90%	75% - 89%	50% - 74%
Assisting the discharge of duties assigned to the Cabinet in terms of Chapter VIII of the Constitution.	100%		
Providing guidelines, instructions and information to the Ministries and other Public Institutions pertaining to the activities of the Cabinet; providing information to the General Public as per the Right to Information Act No.12 of 2016.	100%		
Analyzing policy and legal matters containing in the proposals of Cabinet Memoranda.	100%		
Assisting the Cabinet Sub-Committees for making efficient, macro and productive decisions.	100%		
Representation of the Cabinet Office through the Attorney General in legal proceedings taken against the Cabinet Office; representing the Cabinet in various forums.	100%		
Human Resource development to enhance the quality of performance	100%		
Procurement of goods / services to the office to perform the above functions effectively and efficiently.		80%	

- In terms of the Cabinet decision dated 2019-02-26 on Item No.19/Misc(010), at the time public make requests seeking information from the Cabinet Office, on the basis of a Memorandum submitted by any Ministry after 2019-03-06, they have been guided to obtain such information directly from the Ministry from which it was submitted and action has been taken accordingly from that date.

Chapter 05

Performance in achieving the Sustainable Development Goals

United Nations has published 17 Sustainable Development Goals in the year 2015, with the aim of eradicating poverty through social, economic and political development and protecting the entire environment while moving towards the development goals. These Sustainable Development Goals have been introduced to be specific to each subject area, and the respective goals are expected to be achieved in year 2030. As these goals are related to various subject areas, it is the role of the respective Ministry to prepare and implement appropriate programs to achieve the desired goals and review the progress of the sustainable development goals.

In considering with the functions vested with Cabinet Office, the Sustainable Development Goals cannot be directly linked to the functions of this office. As this office provides the necessary support to obtain all the policy decisions for the control and management of the government affairs, the contents in the Memoranda submitted by Ministries for obtaining policy approvals are checked to see if they are in line with sustainable development goals.

Chapter 06

Human Resource Profile

6.1 Information of Cadre as of 31-12-2023

Table: 6.1 - Classification of Employment as at 31-12-2023

Cadre	Approved Cadre	Actual Cadre				No. of vacancies	Cadre in excess
		Permanent	Covering duties/Acting basis	Contract basis	Total		
Senior Level	30	09	06	02	17	13	-
Tertiary Level	11	09	-	01	10	01	-
Secondary Level	42	29	02	-	31	11	-
Primary Level	40	30	-	-	30	10	-
Total	123	77	08	03	88	35	-

6.2 Staff as at 31.12.2023

Table 6.2 - Staff details as at 31-12-2023

Post		Approved Cadre	Actual Cadre			No. of vacancies
			Permanent	Covering duties/Acting basis	Contract basis	
Senior Level						
01.	Secretary to the Cabinet	01	01		-	-
02.	Additional Secretary	04	01	03	-	-
03.	Legal Advisor	01	-		01	-
04.	Senior Assistant Secretary	06	01	02	-	03
06.	Internal Auditor	01	01	-	-	-

07.	Chief Accountant	01	01	-	-	-
08.	Assistant Secretary (SLAS)	10	02	-	-	08
09.	Assistant Secretary (Non-SLAS)	01	01	-	-	-
10.	Deputy Director (Information & Communication Technology)	01	-	-	-	01
11.	Assistant Director (Information & Communication Technology)	02	02	-	-	-
12.	Legal Officer	01	-	-	-	01
13.	Language Consultant	01	-	-	01	-
Tertiary Level						
14.	Coordinating Secretary	01	-	-	01	-
15.	Administrative Officer	01	01	-	-	-
16.	Superintendent of Languages	01		-	-	01
17.	Translator	06	06	-	-	-
18.	Information & Communication Technology officer	01	01	-	-	-
19.	Progress Assistant	01	01	-	-	-
Secondary Level						
20.	Development Officer	06	05	-	-	01
21.	Technical Officer (Electricity)	01	-	01	-	-
22.	Technical Officer (Civil)	01	-	01	-	-

23.	Librarian	01	-	-	-	01
24.	Management Services Officer	31	23	-	-	08
25.	Information & Communication Technology Assistant	02	01	-	-	01
Primary Level						
26.	Driver	16	15	-	-	01
27.	Office Assistant	23	15	-	-	08
28.	Receptionist	01	-	-	-	01
	Total	123	77	08	03	35

6.3 Employees who have newly joined the service of the Cabinet Office in the year 2023.

Fifteen (15) new officers joined the staff of the Cabinet Office during the year 2023.

6.4 Retirements and Terminations

Three (03) Officials who were working in the Cabinet Office retired from the public service in the year 2023.

6.5 Transfers

Eight (08) officers have gone on transfer from the Cabinet Office to another place of work during the year 2023.

6.6 Training and development

According to the Human Resources Development Plan of the Cabinet Office prepared for the year 2023, the office was able to provide training opportunities for sixty one (61) officers.

The knowledge gained through the training programs is directly applied to the duties of the Office, thereby developing individual motivation and attitude. Accordingly, the training programs directly and indirectly contribute to the efficiency and productivity of office work. Being able to refer staff members for training courses according to the Human Resources Development Plan prepared in early 2023, is an achievement at the organizational level.

Table 6.3 - Training programs conducted from 01.01.2023 to 31.12.2023

Training Program	Trained Cadre	Training duration of an officer within the program	Total Investment (Rs.)		Nature of the Program (Local/ Foreign)	Output/ Knowledge obtained
			Local	Foreign		
1	Introduction to Effective use of AI	Hours: 6	00		Local	Basic Knowledge on the impact of AI Technology
2	Cyber Security Policy for Government Organizations	Hours: 6	00		Local	Knowledge on the establishment of Cyber Security Policy in State Institutions
3	Refresher Boot Camp	Hours: 12	00		Local	Knowledge on the use of Software for Official duties and its opportunities
4	Training on Preparation Pension	Hours: 28	19,000.00		Local	Knowledge on preparation of pension
5	Transport Management	Hours: 14	12,000.00		Local	Ease of the maintenance and management of vehicles of the office
6	Public Accounts Management and its Practical Usage	Hours: 06	24,924.50		Local	Ease of performing duties in the Accounts Division
7	Establishments Matters and Disciplinary Procedure	Hours: 06	24,035.00		Local	Ease of performing duties in the Admin Division
8	Accounting Role and its Practical Usage	Hours: 24	20,000.00		Local	Knowledge required for Efficiency Bar Examinations of Management Service Officers
9	Preparation and Maintenance of Fixed Assets	Hours: 8	10,000.00		Local	Knowledge on maintaining the Fixed Assets Registers
10	Enhancing the Professional Development	Hours: 12	9,500.00		Local	Development of Professional Attitudes
11	Official Letter Writing	Hours: 6	6,000.00		Local	Improvement of Knowledge for official duties
12	Training Program on Capacity Building	Hours: 7	117,470.00		Local	Creating motivation required for secondary level officers
13	Contribution towards the Creation of Qualitative Working Environment	Hours: 7	111,376.00		Local	Creating motivation required for primary level officers
14	Stakeholder Workshop to Review & Revise Existing Procurement Guideline	Hours: 6	00		Local	Obtaining views to review and amend the existing Procurement Guidelines
15	Training on Capacity Building	Days: 42	00		Local	Training program to be done as prescribed by the Service Minutes
16	Citra Fellowship Program	Days: 05	00		Local	Developing cooperation with officers serving in various institutions

17	Cyber Security Capacity Building Program	01	Hours: 07	00	Local	Cyber Security Capacity Building
18	Diploma on Common and International Law	01	Months: 6	50,000.00	Local	Obtaining knowledge for promotions
19	Knowledge Transferring Program	08	Hours: 01	00	Local	Knowledge exchange and developing the presentation skills of officers
20	Updating the knowledge of junior officers on the specific functions of the Cabinet Office	10	Hours: 02	00	Local	Gaining knowledge on working in the office and updating the knowledge on the existing mechanism
21	ADB I Stanford LAD Training Program on Public Infrastructure - Tokyo Japan	01	Days: 05	USD 175	Foreign	Obtaining training on ADMI Stanford LAD infrastructure

Chapter 07

Compliance Report

No	Requirement to be made applicable	Compliance (Complied/Not Complied)	Brief explanation, if not Complied	Correct decisions/action proposed for the prevention of non compliance in future
1	Following Financial Statements/Accounts have been submitted on the due date			
1.1	Annual Financial Statements	should be submitted prior to 2024-02-28		
1.2	Advance Account of Public Officers	should be submitted prior to 2024-02-28		
1.3	Business and Production Advance Account	Not relevant		
1.4	Stores Advance Account	Not relevant		
1.5	Special Advance Account	Not relevant		
1.6	Other	Not relevant		
2	Maintenance of Books and Registers (F.R. 445)			
2.1	Maintenance of fixed assets register with necessary updates as per the Public Administration Circular No.267/2018	Complied		
2.2	A suitable Coordinating Officer has been appointed to maintain employee salary sheets/salary cards with necessary updates.	Complied		
2.3	Update and maintenance of the Audit Query Document.	Complied		
2.4	Maintenance of the Internal Audit Inquiry Document with necessary updates.	These inquiry documents have been maintaining since 2023		
2.5	Preparation of all the monthly accounting summaries and submit the same to the General Treasury on due date. (CIGAS)	Complied		
2.6	Update and maintain the cheque and Money Order Register	Complied		

2.7	Update and maintain the Inventory Register	Complied		
2.8	Update and maintain the Stock Register	Complied		
2.9	Update and maintain the Register of Damage /Loss	Complied		
2.10	Update and maintain the Liabilities Register	Complied		
2.11	Maintenance of Counterfoil book register (GA-N20) with necessary updates.	Complied		
3	Delegation of Functions for Financial Regulations (F.R.135)			
3.1	Powers of financial control have been delegated within the Institution	Complied		
3.2	The institution has been made aware on the delegation of financial powers within the institution.	Complied		
3.3	Powers have been delegated so that each transaction is approved under two or more officers.	Complied		
3.4	Adhere to the powers of the Accountants when using Government Wages Software package in terms of the Public Accounts Circular software No.17/2004 dated 2014.05.11.	Complied		
4	Preparation of Annual plans			
4.1	Preparation of Annual Action Plan	Complied		
4.2	Preparation of Annual procurement Plan	Complied		
4.3	Preparation of Annual Internal Audit Plan	An Audit plan has been prepared relating to the final quarter of the year 2023		
4.4	Preparation of Annual Estimate and submit the same to the Department of National Budget on due date.	Complied		
4.5	Annual Cash Flow Statements have been submitted to the Department of Treasury Operations on due date.	Complied		
5	Audit Queries			
5.1	All the Audit queries have been answered on due date recommended by the Auditor General.	Complied		
6	Internal Audit			
6.1	Preparation of Internal Audit plans at the beginning of the year as per F.R. 134(2) DMA/1-2019, having discussed with the Auditor General.	A plan has been prepared pertaining to the last quarter of the year 2023		
6.2	Each audit report has been answered within a period of one month.	Not complied	An internal audit report has not been submitted as there was no an internal auditor.	It has been planned to implement from the last quarter 2023 onwards

6.3	In terms of section 40(4) of the National Audit Act No.19 of 2018, copies of all internal audit queries have been submitted to the Management Audit Department.	Not complied	An internal audit report has not been submitted as there was no an internal auditor.	It has been planned to implement from the last quarter 2023 onwards.
6.4	In terms of F.R.134 (3), copies of all internal audit reports have been forwarded to the Auditor General.	Not complied	An internal audit report has not been submitted as there was no an internal auditor.	It has been planned to implement from the last quarter 2023 onwards.
7	Audit and Management Committees			
7.1	In terms of DMA Circular 1-2019, conducting at least 04 Audit and Management Committees during the relevant year.	One Audit and Management Committee Meeting has been conducted according to the plan for the final quarter of the year 2023.		
8	Assets Management			
8.1	In terms of chapter 07 of the Assets Management Circular No.01/2017, information relating to purchase of assets and disposal has been submitted to the Comptroller General's Office.	Complied		
8.2	In terms of chapter 13 of the said circular, a suitable officer has been appointed to coordinate the implementation of the provisions of that circular and information relating to that officer has been reported to the Comptroller General's Office.	Complied		
8.3	In terms of Public Finance Circular No.05/2016, stores verifications have been conducted and relevant reports have been handed over to the Auditor General.	Not Complied	Decided to conduct a survey again since the Report was delayed and with errors.	Instructions have been given to expeditiously complete surveys and trained officers have been appointed to Boards of surveys.
8.4	Excess, shortages and other recommendations pointed out by the Board of Survey have been completed during the period mentioned in the Circular.	Not Complied	Decided to conduct a survey again since the Report was delayed and with errors.	Instructions have been given to expeditiously complete surveys and trained officers have been appointed to

				Boards of surveys.
8.5	Disposal of condemned Articles as per F.R. 772.	Not Complied	Decided to conduct a survey again since the Report was delayed and with errors.	
9	Management of Vehicles			
9.1	Preparation of daily running charts and monthly summary reports for the pool vehicles and submit them to the Auditor General on due date.	Complied		
9.2	Disposal of vehicles condemned within a period of less than 06 months.	Complied		
9.3	Duly update and maintenance of vehicle log books.	Complied		
9.4	Take action in terms of F.R.103, 104, 109 and 110 relating to each vehicle accident.	Complied		
9.5	Re-inspection of fuel combustion in vehicles, in terms of the provisions of paragraph 3.1 in Public Administration Circular No.2016/30 dated 2016.12.29.	Complied		
9.6	Take over the complete ownership of log books of lease vehicles once the lease period is over.	Complied		
10	Management of Bank Accounts			
10.1	Preparation of bank Statements, certification and submission for Audit on due date.	Complied		
10.2	Settlement of inactive bank accounts brought forward in the reviewed year or the years before.	Complied		
10.3	Balances disclosed by bank statements and balances to be adjusted have been settled within a period of one month, in terms of FR.	Complied		
11	Utilization of provisions			
11.1	Expend the provisions allocated without exceeding their expenditure limit.	Complied		
11.2	In terms of F.R. 94(1), deposit the balance	Complied		

	of the provisions remaining at the end of the year after expending, without exceeding the limit.			
12	Advance Account of the Public Officers			
12.1	Compliance with the limits	Complied		
12.2	Making a time analysis on the outstanding loans.	Complied		
12.3	Settlement of outstanding loan balances of more than one year.	Complied		
13	General Deposit Account			
13.1	Work in accordance with F.R.571 regarding Overdue deposits.	Complied		
13.2	Update and maintain the control account for General deposits.	Complied		
14	Imprest Account			
14.1	The balance of the Cash book has been remitted to the Department of Treasury Operations at the end of the reviewed year.	Complied		
14.2	Settle Ad hoc sub imprest issued under F.R. 371 within a month of completion of such task.	Complied		
14.3	Ad hoc sub imprest has been issued in terms of F.R. 371, without exceeding the approved limit.	Complied		
14.4	Adjust the balance of the imprest account monthly with the treasury books.	Complied		
15	Revenue Account			
15.1	Re-payments have been done from collected revenue in accordance with the relevant regulations.	Not relevant		
15.2	Directly deposit the collected revenue without being credited to the deposit account.	Not relevant		
15.3	Submission of the arrears of revenue Reports to the Auditor General in terms of F.R.176.	Not relevant		
16	Human Resources Management			
16.1	Maintenance of staff with the approved cadre.	Complied		
16.2	Issuance of written duty lists to all members of the staff.	Complied		
16.3	In terms of MSD Circular No. 04/2017 dated 2017.09.20, all reports have been submitted to the Department of Management Services.	Complied		

17	Providing information to the general public			
17.1	Appointing an Information Officer in terms of the Right to Information Act and Regulations and maintenance of an information document with necessary updates.	Complied		
17.2	Information about the organization has been published in its website or through alternative channels and facilities has been made for the public to comment / complain about the organization.	Complied		
17.3	Submission of Reports twice a year or once a year in terms of sections 08 and 10 of the Right to Information Act.	Complied		
18	Implementation of the Citizens' Charter			
18.1	Formulate and implement a Citizen's/Client Service Charter in terms of the Public Administration Management and Law and Order Ministry Circular Nos. 05/2018 and 05/2018(1).	Not Complied	Duties in the Cabinet Office are not directly involved in the general public.	
18.2	A methodology has been prepared by the institution to monitor and evaluate the preparation and implementation process of the Citizen's/ Client Service Charter, in terms of paragraph 2.3 of the said circular.	Not Complied	Duties in the Cabinet Office are not directly involved in the general public	
19	Preparation of the Human Resources Plan			
19.1	Human Resources Plan has been prepared based on the specimen in Annex 02 of the Public Administration Circular No. 02/2018 dated 2018.01.24.	Complied		
19.2	Ensure training opportunities not less than 12 hours in each year for each employee in the above mentioned Human Resource Plan.	Complied		
19.3	Signing of annual performance agreements for the entire staff based on the specimen referred to at Annex 01 of the above circular.	Not Complied	An Annual Performance Agreement had not been signed for entire staff	It has been informed through the PA Circular No. 02/2018(1) that signing of annual performance report is not needed.

19.4	Appointment of a Senior officer, in terms of paragraph 6.5 of the above circular, having vested with the responsibility of the preparation of the Human Resources Development plan and implementation of capacity building programs.	Complied		
20	Responding to Audit paragraphs			
20.1	Rectify the shortcomings pointed out in the paragraphs of the report issued by the Auditor General.	Complied		

Annex I

**Name list of the Ministers who served as the Members
of the Cabinet during 2023**

Cabinet of Ministers from 2023-01-01 to 2023-01-18		
Serial No	Name of the Hon. Minister	Office
01	Hon. Ranil Wickremesinghe	The President Minister of Defence Minister of Finance, Economic Stabilization and National Policies Minister of Investment Promotion Minister of Technology Minister of Women, Child Affairs and Social Empowerment
02	Hon. Dinesh Gunawardena	The Prime Minister Minister of Public Administration, Home Affairs, Provincial Councils and Local Government
03	Hon. Nimal Siripala de Silva	Minister of Ports, Shipping and Aviation
04	Hon. Douglas Devananda	Minister of Fisheries
05	Hon. (Dr.) Susil Premajayantha	Minister of Education
06	Hon. (Dr.) Bandula Gunawardena	Minister of Transport and Highways Minister of Mass Media
07	Hon. (Dr.) Keheliya Rambukwella	Minister of Health Minister of Water Supply
08	Hon. Mahinda Amaraweera	Minister of Agriculture Minister of Wildlife and Forest Resources Conservation
09	Hon. (Dr.) Wijeyadasa Rajapakshe	Minister of Justice, Prison Affairs and Constitutional Reforms
10	Hon. Harin Fernando	Minister of Tourism and Lands
11	Hon. (Dr.) Ramesh Pathirana	Minister of Plantation Industries Minister of Industries
12	Hon. Prasanna Ranatunga	Minister of Urban Development and Housing

13	Hon. Ali Sabry	Minister of Foreign Affairs
14	Hon. Vidura Wickramanayaka	Minister of Buddhasasana, Religious and Cultural Affairs
15	Hon. Kanchana Wijesekera	Minister of Power and Energy
16	Hon. (Eng) Naseer Ahamed	Minister of Environment
17	Hon. Roshan Ranasinghe	Minister of Irrigation Minister of Sports and Youth Affairs
18	Hon. Manusha Nanayakkara	Minister of Labour and Foreign Employment
19	Hon. Tiran Alles	Minister of Public Security
20	Hon. Nalin Fernando	Minister of Trade, Commerce and Food Security

Cabinet of Ministers from 2023-01-19 to 2023-10-22		
Serial No	Name of the Hon. Minister	Office
01	Hon. Ranil Wickremesinghe	The President Minister of Defence Minister of Finance, Economic Stabilization and National Policies Minister of Investment Promotion Minister of Technology Minister of Women, Child Affairs and Social Empowerment
02	Hon. Dinesh Gunawardena	The Prime Minister Minister of Public Administration, Home Affairs, Provincial Councils and Local Government
03	Hon. Nimal Siripala de Silva	Minister of Ports, Shipping and Aviation
04	Hon. (Mrs.) Pavithra Devi Wanniarachchi	Minister of Wildlife & Forest Resources Conservation
05	Hon. Douglas Devananda	Minister of Fisheries
06	Hon. (Dr.) Susil Premajayantha	Minister of Education
07	Hon. (Dr.) Bandula Gunawardena	Minister of Transport and Highways Minister of Mass media
08	Hon. (Dr.) Keheliya Rambukwella	Minister of Health
09	Hon. Mahinda Amaraweera	Minister of Agriculture
10	Hon. (Dr.) Wijeyadasa Rajapakshe	Minister of Justice, Prison Affairs and Constitutional Reforms
11	Hon. Harin Fernando	Minister of Tourism and Lands
12	Hon. (Dr.) Ramesh Pathirana	Minister of Plantation Industries Minister of Industries
13	Hon. Prasanna Ranatunga	Minister of Urban Development and Housing
14	Hon. Ali Sabri	Minister of Foreign Affairs
15	Hon. Vidura Wickramanayaka	Minister of Buddhasasana, Religious and Cultural Affairs
16	Hon. Kanchana Wijesekera	Minister of Power and Energy
17	Hon. (Eng.) Naseer Ahamed	Minister of Environment
18	Hon. Roshan Ranasinghe	Minister of Irrigation Minister of Sports and Youth Affairs
19	Hon. Manusha Nanayakkara	Minister of Labour and Foreign Employment
20	Hon. Tiran Alles	Minister of Public Security
21	Hon. Nalin Fernando	Minister of Trade, Commerce and Food Security
22	Hon. Jeevan Thondaman	Minister of Water Supply and Estate Infrastructure Development

Cabinet of Ministers from 2023-10-23 to 2023-11-26		
Serial No	Name of the Hon. Minister	Office
01	Hon. Ranil Wickremesinghe	The President Minister of Defence Minister of Finance, Economic Stabilization and National Policies Minister of Investment Promotion Minister of Technology Minister of Women, Child Affairs and Social Empowerment
02	Hon. Dinesh Gunawardena	The Prime Minister Minister of Public Administration, Home Affairs, Provincial Councils and Local Government
03	Hon. Nimal Siripala de Silva	Minister of Ports, Shipping and Aviation
04	Hon. (Mrs.) Pavithra Devi Wanniarachchi	Minister of Wildlife & Forest Resources Conservation
05	Hon. Douglas Devananda	Minister of Fisheries
06	Hon. (Dr.) Susil Premajayantha	Minister of Education
07	Hon. (Dr.) Bandula Gunawardena	Minister of Transport and Highways Minister of Mass media
08	Hon. (Dr.) Keheliya Rambukwella	Minister of Environment
09	Hon. Mahinda Amaraweera	Minister of Agriculture and Plantation Industries
10	Hon.(Dr.) Wijeyadasa Rajapakshe	Minister of Justice, Prison Affairs and Constitutional Reforms
11	Hon. Harin Fernando	Minister of Tourism and Lands
12	Hon. (Dr.) Ramesh Pathirana	Minister of Health
13	Hon. Prasanna Ranatunga	Minister of Urban Development and Housing
14	Hon. Ali Sabri	Minister of Foreign Affairs
15	Hon. Vidura Wickramanayaka	Minister of Buddhasasana, Religious and Cultural Affairs
16	Hon. Kanchana Wijesekera	Minister of Power and Energy
17	Hon. Roshan Ranasinghe	Minister of Irrigation Minister of Sports and Youth Affairs
18	Hon. Manusha Nanayakkara	Minister of Labour and Foreign Employment
19	Hon. Tiran Alles	Minister of Public Security
20	Hon. Nalin Fernando	Minister of Trade, Commerce and Food Security
21	Hon. Jeevan Thondaman	Minister of Water Supply and Estate Infrastructure Development

Cabinet of Ministers from 2023-11-27 to 2023-12-31		
Serial No.	Name of the Hon. Minister	Office
01	Hon. Ranil Wickremesinghe	The President Minister of Defence Minister of Finance, Economic Stabilization and National Policies Minister of Investment Promotion Minister of Technology Minister of Women, Child Affairs and Social Empowerment
02	Hon. Dinesh Gunawardena	The Prime Minister Minister of Public Administration, Home Affairs, Provincial Councils and Local Government
03	Hon. Nimal Siripala de Silva	Minister of Ports, Shipping and Aviation
04	Hon. (Mrs.) Pavithra Devi Wanniarachchi	Minister of Wildlife & Forest Resources Conservation
05	Hon. Douglas Devananda	Minister of Fisheries
06	Hon. (Dr.) Susil Premajayantha	Minister of Education
07	Hon. (Dr.) Bandula Gunawardena	Minister of Transport and Highways Minister of Mass media
08	Hon. (Dr.) Keheliya Rambukwella	Minister of Environment
09	Hon. Mahinda Amaraweera	Minister of Agriculture and Plantation Industries
10	Hon. (Dr.) Wijeyadasa Rajapakshe	Minister of Justice, Prison Affairs and Constitutional Reforms
11	Hon. Harin Fernando	Minister of Tourism and Lands
12	Hon. (Dr.) Ramesh Pathirana	Minister of Health Minister of Industries
13	Hon. Prasanna Ranatunga	Minister of Urban Development and Housing
14	Hon. Ali Sabry	Minister of Foreign Affairs
15	Hon. Vidura Wickramanayaka	Minister of Buddhasasana, Religious and Cultural Affairs
16	Hon. Kanchana Wijesekera	Minister of Power and Energy
17	Hon. Manusha Nanayakkara	Minister of Labour and Foreign Employment
18	Hon. Tiran Alles	Minister of Public Security
19	Hon. Nalin Fernando	Minister of Trade, Commerce and Food Security
20	Hon. Jeevan Thondaman	Minister of Water Supply and Estate Infrastructure Development

Annex II

Number of Cabinet Papers submitted by each Ministry

Serial No	Ministry	Number of Memoranda received
01	The Hon. President	103
02	The Hon. Prime Minister	38
03	Ministry of Defense	64
04	Ministry of Finance, Economic Stabilization and National Policies	293
05	Ministry of Public Administration, Home Affairs, Provincial Councils and Local Government	96
06	Ministry of Fisheries	25
07	Ministry of Education	233
08	Ministry of Transport and Highways	180
09	Ministry of Mass Media	57
10	Ministry of Health	112
11	Ministry of Water Supply and Estate Infrastructure Development	48
12	Ministry of Agriculture (till 2023-10-23)	64
	Ministry of Agriculture and Plantation Industries (from 2023-10-23)	18
13	Ministry of Wildlife & Forest Resources Conservation	30
14	Ministry of Justice, Prison Affairs and Constitutional Reforms	132
15	Ministry of Tourism and Lands	81
16	Ministry of Plantation Industries (till 2023-10-23)	49
17	Ministry of Industries	52
18	Ministry of Urban Development and Housing	110
19	Ministry of Foreign Affairs	64
20	Ministry of Buddhasasana, Religious & Cultural Affairs	78
21	Ministry of Power and Energy	128
22	Ministry of Environment	34
23	Ministry of Irrigation	63
24	Ministry of Sports and Youth Affairs	29
25	Ministry of Labour and Foreign Employment	40
26	Ministry of Public Security	39
27	Ministry of Trade, Commerce and Food Security	37
28	Ministry of Ports, Shipping and Aviation	140
29	Ministry of Women, Child Affairs and Social Empowerment	17
30	Ministry of Technology	11
31	Ministry of Investment Promotion	41
32	Secretary to the Cabinet	41
	Total	2547

**Composition of the Cabinet Sub-Committee on Establishments Matters from
2023-01-01 to 2023-12-31**

Cabinet Sub - Committee on Establishment Matters		
Serial No	Name	Position
01	Hon. Dinesh Gunawardena The Prime Minister, Minister of Public Administration, Home Affairs, Provincial Councils and Local Government	Chairman
02	Hon. Douglas Devananda Minister of Fisheries	Member
03	Hon. (Dr.) Susil Premajayantha Minister of Education	Member
04	Hon. (Dr.) Bandula Gunawardena Minister of Transport and Highways Minister of Mass Media	Member
05	Hon. (Dr.) Wijeyadasa Rajapakshe Minister of Justice, Prison Affairs and Constitutional Reforms	Member
06	Hon. Tiran Alles Minister of Public Security	Member

**Composition of the Cabinet Sub-Committee on Public Expenditure Management
from 2023-01-01 to 2023-12-31**

Serial No	Name	Position
01	Hon. Ranil Wickremesinghe President Minister of Finance, Economic Stabilization and National Policies	Chairman
02	Hon. Dinesh Gunawardena Prime Minister Minister of Public Administration, Home Affairs, Provincial Councils and Local Government	Member
03	Hon. Nimal Siripala de Silva Minister of Ports, Shipping and Aviation	Member
04	Hon. (Dr.) Bandula Gunawardena Minister of Transport and Highways Minister of Mass Media	Member
05	Hon. (Dr.) Keheliya Rambukwella Minister of Environment	Member
06	Hon. Mahinda Amaraweera Minister of Agriculture and Plantation Industries	Member
07	Hon. Harin Fernando Minister of Tourism and Lands	Member
08	Hon. (Dr.) Ramesh Pathirana, Minister of Health Minister of Industries	Member
09	Hon. Kanchana Wijesekera Minister of Power and Energy	Member
10	Hon. Nalin Fernando Minister of Trade, Commerce and Food Security	Member