Annexure 01

SUBMISSION OF OBSERVATIONS AND STEPS TAKEN WITH REGARD TO THE REPORTS TABLED BY THE COMMITTEE ON PUBLIC ACCOUNTS OF PARLIAMENT OF SRI LANKA IN TERMS OF STANDING ORDER NO. 119(4)

Parliamentary Series Number: 290

District Secretariat – Polonnaruwa

Shortcomings identified by the Committee	Actions taken by the Institution to rectify the Shortcomings / current Status
Part 01	
Fixed Assets Register had not been updated and maintained	All Divisional Secretaries have been instructed to update the fixed assets register as per paragraphs 8.1 and 8.2 of State Account Circular No. 267/2018. Accordingly, assets classification and related codes have given by the circular letter dated 12.07.2013 of the Public Accounts Department issued on accounting of non-financial assets and in accordance with paragraphs 8.1 and 8.2 of State Accounts Circular No. 267/2018, a fixed assets module has been set up in the CIGAS computer program, whereby all assets are accounted for and maintained up-to-date.
Register for cheques, money orders, etc. received were not maintained up to date basis	Instructions have been given to keep the updated register of Cheques and money orders received by the District Secretariat and all the Divisional Secretariats and the action is being taken accordingly.
Register of Losses was not maintained up to date basis	Instructions have been given to keep the Register of Losses up to date and all the Losses have been entered in the register and updated.
Register of Vehicles had not been maintained on up to date basis.	In accordance with paragraph 12.2 of Public Finance Circular .02/2020, the register of vehicle listing has been properly maintained in the district secretariat and all divisional secretariats.
In terms of State Account Circular No. 171/2004 of 11.05.2004 the first, the second and the third passwords of the	Instructions have been given to proceed according to the circular, and according to the State Accounts Circular 171/2004, the passwords related to the computer software for government salary processing have been changed every three months.

software system was not changed every three months.	
Condemned vehicles had not been disposed of within a period of less than 8 months after condemning.	Subject officers of District Secretariat and all Divisional Secretaries have been informed to adhere to Guideline 3 of the Section on of the Public Finance Circular 01/2020 in respect of condemned vehicles. Disposal activities have been completed by 20.01.2022 regarding the vehicles related to the year 2021.
Log books on all vehicles were not maintained on up to date basis.	Relevant sections of the District Secretariat and all the Divisional Secretariats have been informed in the office inspections as well as in the progress review meetings. Accordingly, by now the log books for each vehicle have been kept up-to-date. under the supervision of the administrative officer in the district secretariat and in all the divisional secretariats,
Actions had not been taken on accidents occurred to motor vehicles owned by the government as per the Financial Regulations 103, 104, 109, and 110.	I would like to mention that the proper activities are being carried out according to F..R. 103,104,109 and 110 regarding government vehicle accidents mentioned in the conformity report in paragraph 12.2 of Public Finance Circular No: 01/2020.
The emblem of the state had not been painted on all pool vehicles.	All the vehicles are being painted with the emblem of the state
Action was not taken with regard to expired deposits in terms of financial regulation 571.	Expired deposits are being dealt with as per F.R. 571
The revenue collected had not been directly credited to the revenue or not been remitted to the Revenue account within a period less than one month having maintained them in the deposit account.	Revenues collected related to motor transport fines and purchase of paddy are retained in the deposit account and credited to the revenue account within less than a month, while house rental income, Auditorium fees, etc. are directly credited to the revenue.
Part 2	
There were no records maintained to document complaints received about not furnishing information required by the public and to provide explanations on action taken with regard to such complaints.	The District Secretariat and all the Divisional Secretariats have been instructed to maintain a register containing the information requested and the complaints submitted and the actions taken in that regard.

The institution had failed to identify the sustainable development goals applicable to its scope.	The District Secretariat has identified the sustainable development objectives according to its scope and instructions given to prioritize the related services. EX :- • Establishment of crucial industries to create sustainable economic development and fully productive employment for all and. (Small Enterprises Division) • Eliminating hunger, achieving food security and improved nutrition and promoting sustainable agriculture (Agriculture Division) • Ensuring provision of drinking water and sanitation for all and its sustainable management (Non-Governmental Organizations District Coordinating Division) • Ensure equitable education for all and encourage lifelong learning process for all. (Career Guidance Division)) • Achieving gender equality and empowering women and girls. (Women's Affairs Division)
The targets to be reached to achieve the identified sustainable goals had not been decided.	Arrangements have been made to monitor whether the relevant work is being carried out, and It is mentioned that targets related to the above-mentioned objectives have also been identified. EX:- • Convention of new business purchasers and dealers • District sales exhibitions • Distribution of mango plants under Export Agro Village Programme. • Provision of storage facilities for storage of farmers' crops. (Harvest) • Providing water facilities for 500 families. • Delivering a fully furnished new home. • District Job Fair • Awareness programmes for job seekers. • Empowering women entrepreneurs.
The indicators to measure the progress of implementation of Sustainable Development Goals been had not been set.	Arrangements have been made to monitor whether the relevant tasks are being carried out, and indicators have also been set out to measure the progress in the implementation of sustainability objectives. Ex :- • Convention of new business purchasers and dealers - 45 persons at a time • Conducting 05 district sales exhibitions • 1400 TOMEJC type mango plants were distributed throughout the district. • Installation of two warehouse complexes in Manampitiya, Gallalella under World Bank aid.

	• Completion of Welikanda Vadurangala drinking water project with the support of Slamic Relief NGO. • Construction of a new house for a needy family in Medirigiriya with the support of Gautama Daruwo Arya Foundation.
A methodology had not been formulated to monitor and evaluate the application of citizen/ client charter by the institution.	The additional district secretary has been nominated for this purpose, and arrangements have been made for supervision by the supervisory officers of each division under a prescribed system.
The human resource development plan that had been prepared, did not ensure at least a minimum training opportunity of not less than 12 hours per year for more than 50% of the member of the staff.	It was not possible to carry out the training due to the recent Covid pandemic and the limitation of provisions, the reduction of officers, and by now arrangements have been made to supervise whether the relevant work is in progress by appointing a specific officer for the purpose. Accordingly, training programmes such as establishment, accounts, productivity, Grama Niladhari Training, finance auditing and finance management which are needed for public officers had been conducted.
Performance agreements covering the entire staff had not been drafted or entered.	All the performance agreements related to the previous years have been prepared, and it has been mentioned in the Chapter 03 of the Public Administration Circular No: 02/2018/(1) dated 30.11.2023 that signing of "Annual Performance Agreement" is no longer necessary amending the Chapter 01 of the Public Administration Circular 02/2018 issued under Development of Human Resources in Public Institutes.
The audit opinion about the accounts of the institution had been a disclaimed opinion or an unfavorable opinion.	It has been shown that the financial position of the Polonnaruwa District Secretariat as at December 31, 2022 and the financial performance and cash flow statement for the year ending from that date reflect a true and fair situation in accordance with generally accepted accounting principles. Efforts are being made to get a clear opinion in the future
A methodology had not been formulated to measure the achievement of the identified service targets.	Assistant District Secretary and Additional District Secretary have been nominated for the purpose and arrangements have been made to monitor whether the relevant work is being carried out, and the identified service targets have been completed with a value of more than 85%.
Performance aims had not been submitted by the due date.	By the year 2022, according to Ministry of Home Affairs circular 02/2018(1), 05 main services have been identified and related targets have been presented. Ex: I. Submitting to the committee within two weeks of receipt of applications from District Wildlife Office and payments are made as soon as allocations are received. II. Identify the family units that should receive kidney and elderly benefits and waitlist them accordingly and make payments within a month. III. Issuance of Explosives Permits twice a year to eligible candidates in a proper manner. IV. Purchasing paddy at very high prices from farmers.

Achievement of the identified indicator was less than 24%.	Arrangements have been made to supervise whether the relevant work is carried out by appointing the Assistant District Secretary. Efforts are being made to reach a higher percentage of the work indicators identified in the Polonnaruwa District Secretariat and all the Divisional Secretariats.
Out of the training opportunities planned, the extent of training opportunities granted, was less than 50%.	Although it was difficult to cope with the recent Covid pandemic, the officials had been given opportunities under the online system. Accordingly, in 2022, 2023, training programmes on financial management, financial audit, Grama Niladhari etc have been conducted to bring the progress to a higher value.
Recommendations indicated in the Auditor General's Report had not been implemented.	The Committee on Public Accounts had pointed out 03 issues which were not yet resolved, of which 02 have been fully resolved by now. In relation to the remaining issue, arrears related to house rent, payments are being made in monthly installments of Rs.12800.00 and by December 2024, that issue will also be resolved.
All public officers had not submitted their declarations of assets and liabilities.	In terms of the Declaration of Assets and Liabilities Law No. 1 of 1988 as amended by Act No. 74 of 1988, all the officers who are required to declare assets and liabilities for the year under review have submitted asset and liability statements.

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District Secretary

District Secretariat

Sujantha Ekanayake
District Secretary / Government Agent
Polonnaruwa

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Chief Accountant

District Secretariat

M. Kalaignanasundaram
Chief Accountant
For Polonnaruwa District Secretary

Recommendation of the Secretary

Measures taken by the District Secretary are recommended and instructions have been given to District Secretaries to pay personal attention on the other shortcomings pointed out and to take corrective measures regarding them.

Pradeep Yasarathne

Secretary

Ministry of Public Administration, Home Affairs,

Provincial Councils and Local Government

Pradeep Yasarathna
Secretary
Ministry of Public Administration, Home Affairs,
Provincial Councils & Local Government
(Home Affairs Division)
"NILA MEDURA" Elvitigala Mawatha, Colombo 05.

Recommendation of the Minister and the Action Taken

Instruction have been given by me to the Ministry Secretary to take necessary steps by paying special attention on the instructions given to the District Secretary by the Committee on Public Accounts, to ensure that such shortcomings may not occur again and it is expected that the such measures would enable the provable level to reach the optimum level within the year 2024.

Hon.Dinesh Gunawardena (M.P.)

Prime Minister and

Minister of Public Administration, Home Affairs,

Provincial Councils and Local Government