

Parliamentary Series No – 290

Name of the Institution – District Secretariat, Matale

**Submission of observations of the Hon' minister in
charge of the institutions and Steps taken with regard to
the reports tabled by the Committee on Public Accounts
in terms of Standing Order No.119(4)**

Issues & Guidance shown by the Committee on Public Accounts	Actions taken by the institution for correcting the deficiencies/ Current Situation
01. Information about purchasing and Removal of assets had not been submitted to the Comptroller General In 2018.	• The Disposal Report of the Matale District Secretariat for the year 2018 has been submitted to the Comptroller General's Office on 24.01.2024 under my number 1/2/15/COG and dated 24.12.2020. (Annexure – 01) • The Disposal Report for the year 2020 has been submitted to the Comptroller General's Office on 23.11.2020 under my number DSM/ACC/15/1/1 and dated 23.12.2021. (Annexure – 02) • The Disposal Report for the year 2021 has been submitted to the Comptroller General's Office on 27.01.2023 under my number DSM/ACC/15/01/01 and dated 24.12.2020. (Annexure – 03) • The Disposal Report for the year 2022 has been submitted to the Comptroller General's Office on 30.11.2023 under my number DSM/ACC/15/01/01 and dated 30.11.2023. (Annexure – 04)
02. The recommendations regarding surpluses, shortages and other recommendations revealed in the annual commodity survey were not submitted within the prescribed periods.	• To facilitate goods inspection before 30th March, Goods not disposed of as per General Form 47 before 30th June are being disposed and It has been decided not to entrust the work to the members of the board of survey in the future and the chairpersons and members of the nominated survey board were personally called before me and informed about the necessity of the completion of the survey work on the scheduled date. It has advised to make inform the District Secretary soon after completion of the board of survey

	through a SMS. Accordingly, the Board of surveys in all divisional secretariats for the year ending on 31.12.2018 has been completed before 28th February and all the disposals have been completed before 31st March. (Annexure – 05,06)
03).The fuel consumption of the vehicles owned by the District Secretariat was not checked.	• Matale District Secretariat had 10 vehicles in year 2021 and out of 05 vehicles have had their fuel consumption checked, and vehicles bearing No. CPJK-3876 and CPGB-8504, BIF-3851 has not had their fuel consumption checked due to the Corona epidemic situation and lack of fuel. The cab bearing the number 251-3548 has been directed to the Irrigation Mechanical Engineering Office. (Annexure – 07_i) • All of vehicles had checked the fuel consumption for year 2022. • The vehicle bearing number CPKQ-6218 is not in a condition suitable for driving in the years 2022 and 2023 and the vehicle to be repaired. • Fuel combustion tests were done on 08 vehicles and engine repair was done on CPKB-0936 numbered vehicle in the year 2023. A repair to be made on the vehicle bearing No. 32-0897.
04). All vehicles are not in possession of documents confirming the ownership.	• The letters confirming the ownership of all the vehicles in the District Secretariat are safe in the custody of the District Secretary.
05). There were outstanding loan balances that had been in existence for more than a year.	Outstanding loan balance of Rs.159, 602.00 of K.D.S.P. Gunawardena, K.K.S who has been suspended from service at the Divisional Secretariat, Matale is being charged at the rate of Rs.500.00 per month according to the report related to the advance account of government

	officials referred to on 31.12.2023 Written and verbal instructions of Attorney General's Department have been received to recover the outstanding debt alias disaster loan balance of Rs.59, 465.00 of Mr. D.W.K.K. Jaya Sri who served in Divisional secretariat of Matale and vacation of the post.
06). the staff had been recruited beyond the limit of approved carder apart from the attached development officers.	No other officer had been recruited so far beyond the approved carder apart from the Development Officers.
07). Performance contracts were not prepared and signed for the entire staff.	The entire staff has prepared and signed performance agreements From the year 2019 to the year 2023 and no agreement has been made by our office for the year 2024 according to paragraph 3 of Public Administration Circular 02/2018(1) issued on 30.11.2023,as informed it is no longer necessary to sign performance agreements annually.
08).The passwords related to the government payroll processing software were not changed once in three months According to the Public Accounts Circular No. 171/2004 dated 11.05.2004	The pass words of government payroll software are being continued by changing once in three months since year 2021.

In addition, necessary advices have instructed to all the divisional secretaries and accountants regarding upgrading of financial performance through my letter bearing no.1/2/1/1/38 and dated 30.08.2018 and a specimen has introduced for evaluation of the performance in monthly basis. Facts such as Forwarding of Reports, Maintaining of Bank Reconciliations, Releasing of Ad hoc interim Apex, Maintaining of General deposit accounts, Dealing with Idle and underutilized assets, Activities on Board of Surveys, Disposals and Damages, Maintaining of log books of the vehicles, Submitting of the daily running charts for auditing, Conveyance of paid vouchers for auditing and the outstanding loan balances and the settlement of the loan balances as per the advance B account of the government officials of the incoming and outgoing officials by transferring are evaluated monthly through the specimen and necessary steps are taken by the Chief Accountant on the deficiencies mentioned therein. (Annexure 08)

Details relevant to the financial performance had been included for the annual performance evaluation of the all the accountants and divisional secretaries of the district secretariat and divisional secretariats.

All the officials have been instructed to send a message to the district secretary via sms after sending the reports related to the financial performance towards the district secretariat.

Accordingly, the board of surveys in the Matale District Secretariat for the year ended on 31.12.2018 was completed before 28.02.2019 and all disposal works were done before March 31.

Although the annual performance report as at 31.12.2018 has completed on the date of 28th February 2019 it has to delay the submission as it has to be submitted along with the audit report regarding the annual statement of accounts issued by the Auditor General and the annual performance report had forwarded the parliament as at 31.05.2019.

Furthermore, it has been possible to settle all the loan balances of all officers who came and went through transfers as at 31.12.2018 by the monthly progress review reports. (Annexure 09)

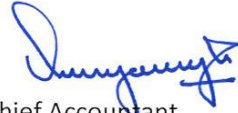
Accountants, Administrative Officers, Relevant subject officers and Internal Auditing Officers of all the Divisional Secretariats were invited to the district training center and a training programme was conducted on 21.02.2019 related to the updating and maintenance of documents under the action taken related with updating and maintenance of documents.

All the Divisional Secretaries, Additional District Secretaries and all other officers were informed regarding settlement of accounts correctly as at 31.12.2018. Accordingly, all the vouchers were delivered on time in the year 2018 and payments were made on 31st December. There were no vouchers that could not be paid due to lack of imprests. As mentioned above, high financial performance has been maintained in the District Secretariat and the Divisional Secretariats of Matale District by preparing accurate accounts activities and submitting reports within the given periods.



Thejani Thilakarathne
District Secretary/ Government Agent
Matale.

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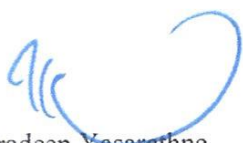


Chief Accountant
District Secretariat
Matale.

P.W.S.K. WIJESINGHE
Chief Accountant
District Secretariat
Matale.

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 Yasarathna

Secretary

Ministry of Public Administration, Home Affairs,

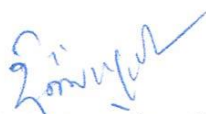
Provincial Councils and Local Government

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