

Specimen Form : (No.01)

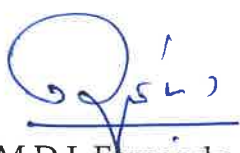
Parliamentary Session No : 79

Name of the Institution : Office of the Cabinet of Ministers

Shortcomings identified by the Committee on Public Accounts	Action taken by the Institution to overcome the shortcomings/present situation
Risk Register	As of now, a Risk Register is being prepared and updated.
Being unable to complete the Board of survey and submit the Report thereof to the Audit on due date.	The Boards of Survey were duly appointed on 2022-12-05 to conduct the Survey for the year 2022. The Cabinet Office which had been located in the Republic Building until 2021-12-31 was shifted to the Lloyd's Building on 2022-01-03. When restoring the office there, the office activities and branch inventories had to be updated. This situation delayed the survey activities and the relevant Reports were submitted to the audit on 2023-12-18.
Being unable to implement recommendations on the excess and shortages revealed by the Board of Survey.	Recommendations on excess and shortages have been implemented and the disposal process relating to the years 2022 and 2023 has also been completed by 2024-06-19.
The Government emblem had not been printed on all the vehicles.	At present, measures are being taken to clearly display the name of the office in all the three languages along with the Government emblem in the front of all the pool vehicles
Failure to prepare the Internal Audit Programme.	There was a very limited space in the Republic Building where the Cabinet Office had been established until 2021-12-31. Therefore, it was very problematic to attach an Internal Auditor to the office because, it was difficult to provide sufficient office space to the said officer as well as to the audit staff. By now, the Cabinet Office has been located in the Lloyd's Building, at Sir Baron Jayathilake Mawatha, Colombo 01 and upon the completion of the existed vacant position on

	position on acting basis, the internal audit programme was also initiated at the beginning of the year and the Auditor General has been informed the same.
Not holding Audit and Management Committee Meetings	As of now, an Internal Auditor has been appointed on acting basis and measures have been taken to properly hold the Audit and Management Committee Meetings.
Not having prepared a Human Resource Plan.	By now, a Human Resource Plan has been prepared granting annual training opportunities of at least 12 hours to all the Officers that need to be trained in the office. Budget circulars No.01/2023 dated 2023-01-27 and No.01/2024 dated 2024-01-10 have limited the trainings only to complete the requirements of the Service Minutes; therefore no training programmes have been conducted.
Not having prepared Performance Agreements including the entire cadre.	Every Staff Grade Officer of this office need to submit a performance Report relating to the duties of that year at the beginning of each calendar year in terms of the provisions of the Public Administration Circular Nos.07/98 and 08/98. The said performance Report contains the areas in which the officers are responsible in the relevant year, the tasks to be completed and the performance indicators related thereto. The said Performance Report is attested by the relevant Staff Grade Officer, Supervising Officer and the Secretary to the Cabinet of Ministers or a Senior Officer, designated by the Secretary to the Cabinet and it functions as an Agreement with relation to the duties and responsibilities to be attended to annually. Further, the said plan is evaluated and quantified biannually and annually. The requirement of signing annual performance agreements as ordered by paragraph 1 of the Public Administration Circular No. 02/2018 dated 2018-01-24 has been amended by paragraph 3 of the Public Administration Circular No.02/2018(I) dated 2023-11-30 and I observe that it is no longer necessary to prepare performance agreements as per the said amendment.

Performance targets have not been set to measure the achievements of identified sustainable goals. Further, indexes had not been set to measure the progress of the implementation of identified sustainable development goals	When taking into account the role entrusted with the Cabinet Office, sustainable development goals cannot be directly linked with the functions of this Office. The Office provides assistance required to take all the policy decisions relating to the direction and control of the country. Also, Cabinet Memoranda submitted by different Ministries seeking policy approval are checked on the receipt as to whether they are in accordance with the sustainable development goals and, clarifications are also made thereto, where found necessary.
Failure to take action to transfer the officers who had completed the maximum service period in the Office	General annual transfers are not implemented in this office. Further, according to the nature of the duties of this office, officers who can work after normal duty hours, on weekends and on holidays are identified and after obtaining their security clearance Reports, arrangements are made to get them transferred to this office. Identifying such officers is quite a difficult task and officers so identified have been serving in this office for a long time. Therefore, carrying out constant transfers of experienced and efficient officers would create an adverse impact on the performance of the office. However, measures have been taken to give transfers for the officers who are in need of transfers, depending on their requests and humanitarian factors.



W.M.D.J. Fernando
Secretary to the Cabinet of Ministers

2024/08/14

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